

## Mayor of Wandsworth

The Mayor's Parlour  
Town Hall,  
Wandsworth High Street  
London SW18 2PU

020 8871 6604 / 020 8871 6044  
mayors.office@wandsworth.gov.uk

### PLEASE SEE BELOW SOME FREQUENTLY ASKED QUESTIONS AND ANSWERS WHICH WE HOPE WILL HELP YOU

#### 1. WHO IS THE MAYOR?

The Mayor and Deputy Mayor are elected annually at the Annual Council meeting in May. The Mayor's details can be found online [here](#).

#### 2. HOW SHOULD I ADDRESS AN INVITATION OR LETTER TO THE MAYOR?

The correct way to address an invitation or letter to the Mayor is to write to: **The Worshipful the Mayor of Wandsworth, Councillor Forename Surname**. If the Consort is also invited, then please write to: **The Worshipful the Mayor and Consort of Wandsworth, Councillor Forename Surname**. The correct salutation is "Dear Mr or Madam Mayor". If writing to the Deputy Mayor, then please address your letter to: **Deputy Mayor of Wandsworth, Councillor Forename Surname**. The correct salutation would be "Dear Deputy Mayor".

#### 3. HOW DO I INTRODUCE THE MAYOR AT A FUNCTION AND HOW SHOULD I ADDRESS THEM?

When introducing the Mayor at a function, please introduce him as "**The Worshipful the Mayor of Wandsworth, Councillor Forename Surname**". If the Mayor is accompanied by the Consort, then just add "**and the Mayor's Consort**". Please introduce the Deputy Mayor as "**Deputy Mayor of Wandsworth, Councillor Forename Surname**". If the Deputy Mayor is accompanied by her Consort, then just add "**and her Consort**". Thereafter, the Mayoral team may be addressed as "**Mr / Madam Mayor**" and "**Consort**", "**Deputy Mayor**" and "**Consort**" respectively.

#### 4. WHEN DOES THE MAYOR ATTEND AS THE FIRST CITIZEN OF THE BOROUGH?

The Mayor is the principal guest at any social function held within the Borough to which he / she has accepted an invitation as Mayor. As Mayor, he / she attends as the First Citizen of the Borough and not as a representative of the Council or any section of it.

#### 5. WHAT TIME DOES THE MAYOR USUALLY ARRIVE AT A FUNCTION AND WHAT PROTOCOL SHOULD I FOLLOW?

The Mayor will normally arrive five minutes before the commencement of a function, unless otherwise specified on your Booking Sheet. When the Mayor arrives at an event, we would ask you to kindly make sure that he / she is met by a responsible official of your organisation who can then escort and introduce him to the host (Chairman, etc), or, in certain circumstances, to the assembled company. We would also kindly ask that the host remain in attendance for the duration of the Mayor's visit.

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### **6. WHERE SHOULD WE SEAT THE MAYOR?**

At a formal dinner, luncheon, etc, the Mayor traditionally sits on the immediate right of the host. The Mayor would also prefer to sit on the immediate right of the person presiding at a meeting unless the Mayor is in the Chair. If the Mayoral Party is attending a Church Service, please could you arrange for the Mayoral Party to be met at the entrance to the Church and escorted to the front pew on the righthand side of the centre aisle. The only exception to this practice is at a Funeral Service when the Mayor gives up his place to the family mourners and takes the front pew on the left.

### **7. WHAT IF I WANT TO TAKE A PHOTO OF THE MAYOR?**

If you work for a local voluntary organisation and wish to take a photo of the Mayor during your event for the use of your voluntary organisation, then that is fine.

However, if you are a commercial organisation, then it is very important to note that it is a condition that no use whatsoever shall be made of any photographs, or other image of, or references to, the Mayor in any **commercial** publicity, advertising, promotional or public relations material for present or future use to promote your company, business, products, or services, without the prior written consent of the Mayor's Office.

### **8. CAN WE ASK THE MAYOR TO GIVE A SPEECH OR SAY A FEW WORDS AT OUR FUNCTION?**

If you would like the Mayor to make a speech, or say a few words, at your event please could you let the Mayor's Office have a copy of suitable speech/notes/guidelines prior to the function, together with your completed Booking Sheet. If you have invited the Mayor to speak at a Public Meeting, or similar event, please could you let the Mayor's Office have a copy of the Agenda and any relevant papers as soon as they are available.

### **9. DOES THE MAYOR OR MEMBERS OF THE MAYORAL PARTY HAVE ANY SPECIAL REQUIREMENTS?**

Please note that currently we are not aware of any special requirements.

### **10. CAN WE ASK THE MAYOR TO PROPOSE OR RESPOND TO A TOAST AT OUR EVENT?**

If you would like the Mayor to speak at a formal dinner, luncheon, etc, the Mayor should be invited to propose or respond to the First Toast after the Loyal Toast to the Queen. It would be helpful if you could send a copy of the proposed Toast list to the Mayor's Office with your completed Booking Sheet or if this is not possible, at least **five** working days prior to the event.

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### **11. WILL THE MAYOR AND CONSORT/MAYORESS STAY FOR THE DURATION OF OUR EVENT?**

The Mayor (and Consort if he is attending as well) will remain at your function for the period you have indicated on Booking Sheet.

### **12. WHAT IF A MEMBER OF THE BRITISH ROYAL FAMILY IS ALSO INVITED TO OUR EVENT?**

Please contact the Mayor's Office for advice if a member of the British Royal Family is also attending your event.

### **13. WHAT IF THE DEPUTY MAYOR IS ATTENDING OUR EVENT ON BEHALF OF THE MAYOR?**

All the procedures outlined above also apply to the Deputy Mayor when attending an event on behalf of the Mayor, as the Mayor's representative.

**Any variation to the above protocol guidelines should be made only with the express agreement of the Mayor, obtained through the Mayor's Office, in advance of the date of your event.**

Please note that the [Booking Sheet](#) needs to be returned to the Mayor's Office **at least 14 days prior to your event.**

### **THANK YOU FOR TAKING THE TIME TO READ THE ABOVE INFORMATION**

*IF YOU ARE UNABLE TO READ THE DOCUMENT BECAUSE OF DISABILITY OR LANGUAGE, WE CAN ASSIST YOU.*

*PLEASE CALL THE MAYOR'S OFFICE ON 020 8871 6044/6604 OR ASK SOMEONE TO CALL ON YOUR BEHALF.*

*Protocol Information Sheet published August 2022*