

**How to invite the Worshipful Town Mayor or Deputy Mayor to an event:**

To invite the Worshipful Town Mayor to your event you must contact the Mayors Secretary first by either writing to the Town Hall or emailing: [themayor@deal.gov.uk](mailto:themayor@deal.gov.uk). Normally ten days' notice must be given as a minimum.

The secretary will check the Mayors diary and liaise with him. You will then be advised if he is able or unable to attend. If he is able to attend the secretary will send you a form to be filled out and sent back in good time prior to the event, this form will tell the Town Mayor everything they need to know about your event and what is expected of them. If he is unable to attend but the Deputy Mayor is available you will be advised and sent the appropriate form to complete.