



Stowmarket Town Council

How to invite the Mayor to your Event

The Town Mayor welcomes invitations to attend functions and fundraising events held in the Town. The Mayor also represents Stowmarket at functions outside the town, including our twin town in France, Verneuil sur Avre. Some helpful guidance on how to invite the Mayor or Deputy Mayor:-

- All invitations are required in writing stating the date, time, venue and background information of your event and what the Mayor is required to do.
- Invitations can be sent by letter as follows:

The Stowmarket Town Mayor
Stowmarket Town Council
Milton House
Milton Road South
Stowmarket
IP14 1EZ

- Alternatively, invitations can be sent by clicking on the link and downloading the booking form which should then be sent to the Civic Officer; civicofficer@stowmarket.org

Other useful information:

- Protocol states that when introducing the Mayor at your event, please address him/her as Town Mayor of Stowmarket, Councillor (insert name)
- Due to high demand it may not be possible to attend every event to which the Town Mayor or Deputy Town Mayor is invited.
- Invitations are generally accepted on a first come first served basis.
- To avoid disappointment, the more advance notice you give the better.
- The Mayor should be met and officially welcomed at a function by senior members of the organising body.
- The Consort is usually seated with the Mayor when accompanying him/her, but has no standing within the Town.
- The Mayor, during his/her term of Office, remains impartial and is unable to attend or become involved in any political or contentious matters.
- When the Deputy Mayor is representing the Mayor, the same precedence, which applies to the Mayor, should also be given to the Deputy Mayor.