**Date of event: Time** (from) (to)

**NAME OF ORGANISATION BEING VISITED:**

**STATUS OF ORGANISATION:** (E.G. Business, Charity, Faith Group, Civic):

**VENUE:** (Full address/postcode/what3words):

**CONTACT NAME, TITLE, EMAIL, MOBILE:**

**CONTACT FOR PROBLEMS ON THE DAY** (if different):

**BASIC DETAILS:**

* Nature of event
* Food/refreshments being served?

**REQUIREMENTS:**

* Is the High Sheriff required in Ceremonial dress/ Formal dress (suit)/ Informal?
* Is the High Sheriff required to make a speech?
* Note that the High Sheriff is often accompanied, and any invitation is assumed to include

his spouse.

* **The engagement may be recorded photographically and posted on social media unless otherwise requested. If there are any restrictions, for example safeguarding purposes,**

**please state.**

* Any particular facts/messages about the event/organisation that you would like the High Sheriff to share (please make notes overleaf if necessary)
* *Your Twitter/Facebook/ Instagram account details:*

**MEETING & ARRIVAL ARRANGEMENTS:**

* Name of person meeting the High Sheriff?
* Any instructions for meeting?
* Will a car parking space be provided? YES/NO - If no, where is nearest carpark?
* If Ceremonial dress is required will there be a room available to change/dress if needed?

Names and any titles of guests of honour attending.

**SPEECH:** (if required it is assumed to be of relatively short duration)

* Required/Not
* Subject
* Matters to avoid.
* Matters to include.
* Anyone specific to be thanked?
* Speech time/position in event?
* Is a brief resume for the High Sheriff required for information?
* Any other requirements or awards to give?

The High Sheriff has a social media team – are there any handles, hashtags or other references you would like us to make?

**IF EXTRA SPACE IS REQUIRED, PLEASE ATTACH A NEW PAGE, WITH REFERENCE TO QUESTION ANSWERED.**

**WHEN COMPLETED PLEASE RETURN THIS FORM TO THE HIGH SHERIFF’S EMAIL ADDRESS:**

**WORCESTERSHIRE@HIGHSHERIFFS.COM**