

7. Will the Chairman be required to speak?  
(If so, please provide background information as appropriate and duration of speech, etc.)
  
8. Other VIP's, Civic Heads etc. attending
  
9. Any other comments you feel relevant



## NOTES FOR THE GUIDANCE OF ORGANISERS

These guidance notes have been prepared to give an understanding of the role of the Chairman of Hart District Council.

Please return the attached questionnaire and provide as much background information as possible about the event.

Please return to:-  
  
**Vivien Lester**  
Chairman's Secretary  
Hart District Council  
Civic Offices, Harlington Way  
Fleet, Hampshire  
GU51 4AE

Tel: (01252) 774460      Fax: (01252) 774409

**THE CHAIRMAN OF HART DISTRICT COUNCIL  
(2008/2009)  
COUNCILLOR DENIS GOTEL**

**QUESTIONNAIRE**

**1. Precedence within the Hart District**

The Chairman takes precedence in the District over everyone except Her Majesty or her representative, the Lord Lieutenant of the County and members of the Royal Family.

Should both the Chairman of Hart District Council and the Chairman of a Town or Parish Council be present at the same event within the District, the Chairman of Hart District Council takes precedence.

The Chairman should be seated to the immediate right of the person presiding. If the Chairman is escorted then the Escort should be seated on the immediate left of the person presiding or, alternatively, on the Chairman's right.

When attending a concert or similar, the Chairman should be seated in the front row.

When speaking to the Chairman, he should be addressed as "Mr Chairman". Any speeches made in the presence of the Chairman should, for example, follow this order "Mr Chairman, Ladies and Gentlemen...".

**2. Vice-Chairman**

If the Vice-Chairman of the Council (Councillor Sharyn Wheale) is representing the Chairman at a function, all the details above apply equally.

**3. Parking**

The Chairman drives his own car to some events but for others a chauffeured car is used. If the Chairman is using his own car (see question 5), *please reserve a parking space for him, close to the venue.*

1. Organisation

Name of event

2. Date and time of event

3. Contact name and number

4. Name of person presiding

5. Location of venue and car parking arrangements

6. Form of dress