The Mayor frequently visits a wide variety of different events within the community, from school visits and coffee mornings to formal dinners and ceremonies.

If you would like to invite the Mayor to an event you’re hosting, please complete the online invitation form (see right) and we will let you know if it’s possible.

To avoid disappointment please give as much notice as possible as the Mayor receives many invitations.

If you have any questions about the Mayor attending an event, contact the Mayor’s Office by calling 01733 452319 or 452399 or emailing mayor@peterborough.gov.uk.

**Guidance notes for organisers**

Organisers of functions often ask for advice on protocol and the following notes are provided in the hope that they will answer any queries.

1. The Mayor from 20 May 2019 is Councillor Gul Nawaz.
2. The full correct description on letters and envelopes is – The Right Worshipful the Mayor of the City of Peterborough, Councillor Gul Nawaz. In practice the more simple description of The Mayor or The Mayor of Peterborough is used. A letter should start with Dear Mr Mayor.
3. When greeting the Mayor it is correct to say, for example: “Good evening Mr Mayor”. In speeches, one would say, for example, “We are pleased to have with us The (Right Worshipful the) Mayor of (the City of) Peterborough, Councillor Gul Nawaz. In the preamble to a speech being made in the city one would say “Mr Mayor”. If it is the host who is making the speech he would refer to the Mayor first in the preamble unless a member of the Royal Family is present when he would start for example: Your Royal Highness, Mr Mayor, My Lords, etc. If it is not the host speaking then he should be referred to by his title, e.g. President, Mr Chairman, immediately before “Mr Mayor.”
4. Unless in the Chair, the Mayor should be seated on the immediate right of the Chairman or host at any function in the city.
5. The Mayoress should be addressed as The Mayoress. It is not necessary to refer to her specifically in the preamble to a speech although she might be mentioned during the speech when she is referred to as the Mayoress.
6. The correct description on letters and envelopes for the Mayoress is – The Mayoress and letters should start – Dear Mayoress.
7. The Deputy Mayor is Councillor Diane Lamb.
8. The correct description on letters and envelopes is – The Deputy Mayor of Peterborough, Councillor Diane Lamb or more simply The Deputy Mayor.
9. If the Deputy Mayor is present without the Mayor and is representing her then he has the same precedence as the Mayor would have if he were present.
10. In speeches, one would say “We are pleased to have with us The Deputy Mayor of Peterborough, Councillor Diane Lamb. At the commencement of the speech he would be referred to as Mr Deputy Mayor though later in the speech for simplicity he could be referred to as Mr Deputy.
11. If both the Mayor and Deputy Mayor are present the Deputy ranks immediately after the Mayor.
12. The Deputy Mayoress is referred to as The Deputy Mayoress.
13. The Mayoral party will, when attending functions, wear their chains of office.
14. Brief information regarding all mayoral engagements is given to the press in advance. If organisers of functions are anxious for the press to be present it is always advisable for them to contact the press themselves in advance and to have press releases available.
16. All correspondence should be sent to The Mayor's Officer, The Town Hall, Peterborough, PE1 1HG. The contact details are:

1. Telephone: 01733 452319
2. Fax: 01733 452494
3. Email: mayor@peterborough.gov.uk