



BRIEFING NOTE FOR BRACKNELL FOREST CITIZENSHIP CEREMONY

Dates:

Time: 0930hrs arrival. Ceremony starts at 1000hrs. Shown to area to wait with Mayor of Bracknell Forest

Venue: Council Chamber (Ground Floor), Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD

Parking: Please ring at the barrier to be admitted into the car park. A space will be coned off for you in the upper (ground level) part of the staff car park. Please move the cone on arrival and use the space. Please do not drive down the slope to the underground car park under any circumstances, as there is no exit from there unless you have a staff pass.

Dress: Lieutenancy uniform, lounge suit or morning coat/Day Dress.

Contact: Liz Seamon 01344 352540

Ceremony format:

- New citizens and guests asked to stand. Deputy Lieutenant and Mayor process in and take seats on stage area
- Introduction and welcome by Registrar
- Deputy Lieutenant's speech
- Mayor's speech
- Summary by Registrar
- Registrar asks new citizens to stand and swear/affirm Oath. New citizens read the first paragraph of Oath individually
- Registrar calls each citizen up to collect their certificate from the Deputy Lieutenant
- Mayor presents welcome pack
- Closing words by Registrar
- Stand and sing National Anthem – words on big screens
- Opportunity for photographs.

Notes:

A copy of the speech normally given by Deputy Lieutenants is attached. Please feel free to adapt it if you wish.