



## BRIEFING NOTE FOR READING CITIZENSHIP CEREMONY

**Date:**

**Time:** Ceremony starts at 1100hrs  
Please arrive by 1045hrs

**Venue:** The Town Hall, Reading, RG1 1QH. Please enter through the Museum entrance where the room will be signposted.

**Contact:** Claire Apicella, Deputy Registrar/Administration Assistant  
[Register.Office@reading.gov.uk](mailto:Register.Office@reading.gov.uk) 0118 937 2025+6

**Parking:** There is no onsite parking available. There are a number of town centre car parks close by. Alternatively, you are welcome to park at the Royal Berkshire Archives (RG1 6AF), but due to limited parking this would need to be by prior arrangement only by contacting the Lieutenancy Office. From here it's approx. a 20 minute walk to the Town Hall

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

**Ceremony Format:**

- Introduction and welcome by Registrar.
- Deputy Lieutenant's Speech
- Registrar asks new citizens to stand and swear/affirm Oath, together
- New citizens will be asked to step forward to receive their certificates from the Deputy Lieutenant
- National Anthem – instrumental (no singing)
- Closing words by Registrar
- Opportunity for photos

**Notes:**

**Every 2<sup>nd</sup> Wednesday of the Month, the Mayor of Reading Borough will also be present and will be invited to speak after the DL, and will present welcome packs after the certificates**

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