



BRIEFING NOTE FOR SLOUGH BOROUGH CITIZENSHIP CEREMONY

Dates:

Time: 1130hrs (please arrive 30 minutes earlier for briefing)

Venue: Observatory House, Windsor Road, Slough, SL1 2EL

Parking: Reserved parking at Observatory House. On arrival the carpark is to the right of the building (as you look at it). If the barrier gates are not open, please press the buzzer and give your name to gain access.

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

Contact Suzanne Mason, Interim EA to the Mayor –
Email: Suzanne.mason@slough.gov.uk
Slough Borough Council main switchboard Tel: 01753 475111

On arrival, report to reception, if you are not greeted by Suzanne in the reception area, and you will be shown through to the Mayor's Parlour to receive a briefing

Ceremony Format:

- Before the Ceremony starts, there maybe an opportunity to join the Mayor to meet the new Citizens and their guests already assembled in the Council Chamber
- (Return to Mayor's Parlour) Formal Procession, following Macebearer, with Mayor, take seat on stage area
- Introduction and welcome by Superintendent Registrar (or Registrar)
- Deputy Lieutenant's speech
- Mayor's speech
- Registrar reads letter from local MP
- Registrar asks new citizens to stand and swear/affirm Oath, together
- New Citizens, called by name, step forward to receive their certificate from Deputy Lieutenant (handed to you by Registrar in front of stage) Opportunity for photos, Mayor included – professional photographer present. Receives welcome pack from Macebearer
- Closing words by Registrar
- Stand and sing National Anthem – words on big screens including montage of The King
- Opportunity for more photos and mingle with new Citizens and guests

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