



BRIEFING NOTE FOR WEST BERKSHIRE CITIZENSHIP CEREMONY

Dates:

Time: 1400hrs (please arrive by 1345hrs for briefing, meeting new citizens and refreshment).

Venue: Shaw House, Church Road, Shaw, Newbury, Berkshire RG14 2DR.

Parking: There is parking at the side of Shaw House (by the disabled parking) There is also a car park on the right hand side before the main drive (this is signposted), follow the footpath to the main entrance.

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

Contact: Linzi Donnelly-Liddiard, Superintendent Registrar (01635 279233).

Ceremony format:

- Refreshments – opportunity to informally meet the new Citizens and their guests, followed by registration by Registrars
- DL and Chairman shown to their seats in Ceremony Room. Citizens and guests asked to take their seats
- Introduction and welcome by Registrar
- Deputy Lieutenant's speech
- Chairman West Berkshire Council speech
- Registrar asks new citizens to stand and swear/affirm Oath, together
- New Citizens called forward (in order) - Deputy Lieutenant presents certificates; Chairman presents a gift – opportunity for photos
- Closing words by Registrar
- National Anthem – Instrumental (no singing)
- Opportunity for more photographs

Note:

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