



Comhairle Cathrach & Contae Phort Láirge  
Waterford City & County Council

# **Protocols for awarding of Civic Honours and hosting Receptions**

**Draft – March 2022**

## Document Information

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# **1. Introduction**

**1.1** Section 74 of the Local Government Act 2001 provides that a local authority may confer a civic honour on a distinguished person in such manner as it may determine.

***Section 74:***

*(1) (a) A local authority may confer a civic honour on a distinguished person in such manner as it may determine and may establish and maintain a roll or other record in which to enter names of person so honoured.*

*(1) (b) The Cathaoirleach may, without prejudice to paragraph (a), propose a person for a civic honour under this section.*

*(2) Any roll or other record of civic honour established and maintained by a local authority before the commencement of this section shall continue as if established and maintained under this section.*

*(3) A decision of a local authority to confer a civic honour on a person is a reserved function.*

**1.2** Part 2 of Schedule 14A of the Local Government Reform Act 2014 provides for reserved functions which may be performed in respect of a Municipal District of the Local Authority. This includes the decision of a local authority to confer a civic honour.

**1.3** The Local Government Act 2014 made provision for significant reform in Local Government which resulted in the amalgamation of Waterford City and County Councils (and the former urban authorities) into one authority. The legislation outlines the following:-

- Waterford City & County Council is the corporate body with all the primary decision-making functions, with the Metropolitan District of Waterford and Municipal districts of Dungarvan Lismore and Comeragh.

**1.4** Civic honours are accorded by the Mayor of Waterford City & County Council on behalf of the people of County Waterford in accordance with the provisions of Section 74 of the Local Government Act 2001 as amended (by reserved function) and following recommendation by the Corporate Policy Group and consultation with the Director of Corporate Affairs / Administrative Officer of Corporate Affairs.

**1.5** To ensure a consistent approach is maintained, it is hereby agreed that Waterford City & County Council will continue to be the primary authority with responsibility for conferring civic honours.

**1.6** Waterford City & County Council may host a reception to mark the award of Civic Honours and will follow the following hierarchy:

- Freedom of the City and County (for individuals only)
- Civic Reception
- Lifetime Achievement Award
- Civic Welcome
- Mayoral Reception
- Certificate of Achievement

**1.7** Votes of congratulations are issued at each Municipal District meeting and those of County wide merit to be issued at Plenary council meeting with prior agreement of the Mayor.

**1.8** Votes of sympathy are issued at each Municipal District meeting and those of County wide merit to be issued at Plenary council meeting with prior agreement of the Mayor.

**1.9** The Cathaoirleach of a Municipal District may host a reception to mark the award of Civic Honours as follows and requires prior approval of the CPG.

- Cathaoirleach Reception

## **2. Mayor of the City and County of Waterford**

**2.1** The Mayor of the City and County of Waterford is the first citizen of Waterford and should accordingly take precedence at all events he/she is attending, speaking first and being addressed first other than when the President of Ireland is present.

**2.2** The Mayor of the City and County of Waterford shall represent the Council at all events in Waterford that are of such scale, attendance or interest as to have a city and county wide dimension, such as the pillar festivals and relates to the specific following events.

- Spraoi Festival
- St. Patrick's Day Mass and Parade in Waterford City
- Significant festival events to include Winterval, West Waterford Festival of Food, Harvest, Immrama Travel Writers Festival, Comeragh Wild, Imagine, Lismore Music Festival
- National Day of Commemoration
- Pride of Place Awards
- Camphire International Horse Trials
- 1848 Tricolour Commemoration

**2.3** The Mayor of the City and County of Waterford has responsibility for the following roles.

- Signing of Contracts

- Opening of Infrastructural Projects
- Presentation of grants/funding
- Representing City and County on the national and international stage
- Attendance at major sporting events
- Funerals of former City Mayors & County Cathaoirligh

In the event of uncertainty, the matter should be referred to the Corporate Policy Group for determination.

### **3. Deputy Mayor**

**3.1** The Deputy Mayor of Waterford City and County Council is a support to the Mayor of the City and County of Waterford and will fill his/her place for the following functions when the Mayor of the City and County of Waterford is unable to attend.

- All the Mayor's administrative functions
- Signing of Contracts
- Opening of Infrastructural Projects on a county wide basis (not specific to a municipal/metropolitan district)
- Presentation of grants/funding on a county wide basis (not specific to a municipal/metropolitan district)
- Representing city and county on national and international stage
- Major sporting events
- Funerals of former City Mayors & County Cathaoirligh

**3.2** In the event of uncertainty, the matter should be referred to the Corporate Policy Group for determination.

**3.3** In the event that the Deputy Mayor is unavailable to attend a function or event in place of the Mayor of the City & County of Waterford, the Mayor of the Metropolitan District / District Cathaoirleach as relevant becomes the de facto first citizen for that particular event and as directed by the Mayor of Waterford City and County.

**3.4** The Deputy Mayor of the Metropolitan District of Waterford or Leas Cathaoirleach of the municipal districts is second to the Mayor of the Metropolitan District / District Cathaoirleach and will act as his/her deputy at local municipal events.

### **4. Mayor of the Metropolitan District and Municipal Cathaoirligh**

**4.1** The role of the Mayor of the Metropolitan District / Municipal Cathaoirligh is to preside over all meetings of the Metropolitan and Municipal district members. The role also is to represent the respective district members at any functions in their respective areas and in place of the Mayor of the City and County Council/Deputy Mayor should he/she not be in a position to attend an event or function within the boundary of the respective district.

In addition, the Mayor of the Metropolitan District / Municipal Cathaoirligh should be entitled to speak first and be addressed first at such functions within the relevant districts where the Mayor of the City and County of Waterford is not present.

**4.2** The Mayor of the Metropolitan District will carry out a ceremonial role within the Metropolitan District and will be the primary local elected member at the following events.

- Christmas and Easter Masses
- Christmas Carol Service in Christ Church
- Reclaiming the River (ceremonial throwing of a spear in the estuary)
- Presentation of School Certificates (Primary Schools)

**4.3** In addition to the AGM of the Metropolitan District members may decide to attend in robes for any of the above listed events.

## **5. Protocol for hosting of Civic Honours**

**5.1** In according or awarding Civic Honours Waterford City and County Council will follow the following hierarchy

- (i) Freedom of Waterford City and County (for individuals only)
- (ii) Civic Reception
- (iii) Lifetime Achievement Award
- (iv) Civic Welcome
- (v) Mayoral Reception / Cathaoirligh Reception
- (vi) Certificate of Achievement

All proposals for the listed civic honours should be proposed to CPG for consideration and then final approval by full Plenary Council. To support the primacy of the Mayor of the City and County of Waterford the Civic Honours listed under (i)-(iv) will be performed by the First Citizen. With reference to (v) & (vi) the Mayor of Waterford City and County Council in conjunction with the CPG will agree on who is to bestow the honour – the Mayor or Waterford City and County Council, the Mayor of the Metropolitan District or Cathaoirligh of the Municipal Districts.

**5.2** Invitations to the full membership of the City and County Council (including spouses and/or partners for a Freedom Ceremony) should issue under the hand of the Mayor for all such events.

**5.3** An Elected Member intending to propose a Civic Honour must first raise the matter with the Mayor of Waterford City and County Council in confidence, the details are then issued to the Meetings Administrator for consideration at the next CPG meeting. It is only elected members that can propose a Civic Honour.

5.4 The meetings administrator will list all submissions for Civic Honours on the agenda of the CPG who will then consider all such proposals each month and recommend to the full Council on the appropriate level of honour that should be conferred in any particular case and by whom i.e. Plenary or Municipal District level. The decision of the CPG to recommend the award of a Civic Honour at Plenary or Municipal District level shall be recorded in the minutes of the meeting.

5.5 The CPG will submit its recommendation for Civic Honours to the full Council for consideration at the next available monthly meeting of the Council.

5.6 Elected Members and staff once they are aware of a proposal for a Civic Honour shall treat that proposal in confidence until it is listed on the agenda of a Plenary Council meeting.

## **6. Protocol for Freedom of Waterford City and County Council**

6.1 Proposals for admittance of any persons for the **Freedom of the City and County** is as follows:

- (i) Proposal including rationale with brief biography to be developed by the proposer of the Freedom, a proposer can only be an elected member.
- (ii) Proposal is made to the Plenary Mayor who brings to the attention of the Corporate Policy Group (CPG) and provides information to the meetings administrator.
- (iii) If the proposal is approved by the CPG it is brought forward for the consideration of the Council in committee.
- (iv) A majority vote of 2/3 of the council members present is needed for approval of the Freedom.
- (v) The person proposed is contacted by the corporate office to inform them of the agreed Civic Honour and is kept confidential by all members until confirmed.
- (vi) If accepted the proposal is announced on the Plenary agenda.

The awarding of the Freedom of the City and County of Waterford is the highest honour that can be bestowed by the members of Waterford City and County Council on a person from Waterford or whose achievements have had a significant impact on Waterford. It is an honour given for the highest achievement in a person's field of academia, sport, arts & culture etc. and is the least frequent honour.



## **7. Protocol for Civic Receptions**

- 7.1** A Civic Reception is appropriate in situations where groups, organisations and individuals achieve success at national or international level through their achievements. In such instances, a Civic Reception may be accorded.
- 7.2** An Elected Member intending to propose a Civic Reception must first raise the matter with the Mayor of Waterford City and County Council in confidence, the details are then issued to the Meetings Administrator for consideration at the next CPG meeting. It is only elected members that can propose a Civic Honour.
- 7.3** The Mayor of Waterford City and County Council will list all submissions for Civic Receptions on the agenda of the CPG who will consider all proposals each month and recommend to the full Council on the appropriate level of honour that should be conferred in any particular case. The decision of the CPG to recommend the award of a Civic Honour at Plenary or Municipal District level shall be recorded in the Minutes of the meeting.
- 7.4** The CPG will submit its recommendation for a Civic Reception at Plenary level to the full Council for noting at the next available monthly meeting of the Council.
- 7.5** Elected Members and staff once they are aware of a proposal for a Civic Reception shall treat that proposal in confidence until it is listed on the agenda of a Plenary Council meeting or on the agenda for a Municipal District Meeting.

## **8. Protocol for Lifetime Achievement Award**

- 8.1** A Lifetime Achievement Award is appropriate for an individual to recognise their contribution over the whole of their career / lifetime.
- 8.2** An Elected Member intending to propose a Lifetime Achievement Award must first raise the matter with the Mayor of Waterford City and County Council in confidence, the details are then issued to the Meetings Administrator for consideration at the next CPG meeting. It is only elected members that can propose a Civic Honour.
- 8.3** The Mayor of Waterford City and County Council will list submissions for the Lifetime Achievement Award on the agenda of the CPG who will consider all proposals each month and recommend to the full Council on the appropriate level of honour that should be conferred in any particular case. The decision of the CPG to recommend the award of a Civic Honour at Plenary or Municipal District level shall be recorded in the Minutes of the meeting.

**8.4** The CPG will submit its recommendation for a Lifetime Achievement Award at Plenary level to the full Council for noting at the next available monthly meeting of the Council.

**8.5** Elected Members and staff once they are aware of a proposal for a Lifetime Achievement Award shall treat that proposal in confidence until it is listed on the agenda of a Plenary Council meeting or on the agenda for a Municipal District Meeting.

## **9. Protocol for Civic Welcomes**

**9.1** There are also occasions when something less formal would be appropriate to mark the visit by distinguished individuals or groups to the county. In such cases, it is recommended that the Council will extend an official welcome to such persons, and will present an appropriate memento of the occasion, by either the Plenary Council or the relevant Municipal District (MD) dependant on the status of the visit. The Chief Executive or relevant Director of Service will accompany the Mayor of Waterford City and County Council to the civic welcome.

## **10. Protocol for Mayoral / Cathaoirligh Reception**

**10.1** A Mayoral / Cathaoirligh Reception is appropriate in situations where groups, organisations and individuals achieve success at local, county, national level through their achievements. In such instances, a Mayoral / Cathaoirligh Reception may be accorded.

**10.2** An Elected Member intending to propose a Mayoral / Cathaoirligh Reception must first raise the matter with the Mayor of Waterford City and County Council in confidence, the details are then issued to the Meetings Administrator for consideration at the next CPG meeting. It is only elected members that can propose a Civic Honour.

**10.3** The Mayor of Waterford City and County Council will list all submissions for Mayoral / Cathaoirligh Receptions on the agenda of the CPG who will consider all proposals each month and recommend to the full Council on the appropriate level of honour that should be conferred in any particular case. The decision of the CPG to recommend the award of a Civic Honour at Plenary or Municipal District level shall be recorded in the Minutes of the meeting.

**10.4** The CPG will submit its recommendation for a Mayoral / Cathaoirligh Reception at Plenary level to the full Council for noting at the next available monthly meeting of the Council.

**10.5** Elected Members and staff once they are aware of a proposal for a Mayoral / Cathaoirligh Reception shall treat that proposal in confidence until it is listed on the agenda of a Plenary Council meeting.

## **11. Protocol for the presentation of Certificate of Achievement.**

**11.1** On occasion, Waterford City & County Council may wish to recognise groups, organisations or individuals who bring honour and pride to their native parish, district and county and in such instances, the Council will recognise the achievement by the presentation of a Certificate of Achievement.

**11.2** An Elected Member intending to propose the presentation of a Certificate of Achievement must first raise the matter with the Mayor or Waterford City and County Council in confidence.

**11.3** The Mayor of Waterford City and County Council can only receive a proposal for the presentation of a Certificate of Achievement from an Elected Member of the Council.

**11.4** The Mayor of Waterford City and County Council will list all requests on the Agenda of the CPG who will consider all proposals each month and recommend on the appropriate level of honour that should be conferred in any particular case and by whom i.e. Plenary or Municipal District level. The decision of the CPG to recommend the award of a Civic Honour at Plenary or Municipal District level shall be recorded in the Minutes of the meeting.

**11.5** The CPG will submit its recommendation for the presentation of a Certificate of Achievement at Plenary or Municipal District level to the full Council for approval at the next available monthly meeting of the Council.

**11.6** Once approved at Plenary/Municipal District level, arrangements will be made for the presentation of the Certificate of Achievement.

**11.7** In relation to presentations at Municipal District level, it will be a matter for the Mayor of Waterford City and County Council and the Cathaoirleach of the Municipal District to agree arrangements for the presentation of the Certificate.

## **12. Protocol for Representation at Official Events where honours are bestowed**

- 12.1** The Mayor of Waterford City and County Council, or his/her deputy, is the representative of Waterford City & County Council at all Civic Honours.
- 12.2** The Mayor of Waterford City and County Council or his/her deputy, is the representative of Waterford City & County Council at all official openings of nationally funded projects and events taking place in the County.
- 12.3** The Mayor of Waterford City and County Council, or his/her deputy, is the representative of Waterford City & County Council at National Launches.
- 12.4** The Mayor of the Metropolitan District / Cathaoirleach of the respective Municipal District, or his/her deputy, may represent the Municipal District to acknowledge achievements in sporting, cultural, academic, scientific, political achievements in their Municipal District area when presenting a Certificate of Achievement following prior consultation and agreement with the Mayor of Waterford City and County Council.
- 12.5** The Mayor of the Metropolitan District / Cathaoirleach of the respective Municipal District, or his/her deputy, may represent the Municipal District at official openings of locally funded projects and events taking place in their Municipal District area, following prior consultation and agreement with the Mayor of Waterford City and County Council.
- 12.6** A Chain of Office will be worn by the Mayor of Waterford City & County Council or his/her deputy at all official events.

## **13. Protocol for Official Openings of the Council**

- 13.1** Official openings are the responsibility of the Directorate responsible for the delivery of the service in question e.g. Housing, Water Schemes, and Libraries etc. Guest lists should include the employees of Waterford City and County Council delivering services within the relevant area. The Corporate office holds the corporate invitation list that can be used for the guest list, this list includes all councillors.
- 13.2** Sections organising the official opening need to liaise with the Corporate Office to determine a suitable date for the availability of the Mayor of Waterford City and County Council to attend.

- 13.3** In all cases the Mayor of Waterford City & County Council and the Cathaoirleach of the relevant Municipal District, Chief Executive, and Directors of Services must be given at least four weeks' notice of any official opening, launch or other similar activity.
- 13.4** The relevant directorate needs to provide background information on the project to the corporate office for preparation of the Mayors speech.

## **14. Protocol for Attendance of the Mayor/Cathaoirligh at functions**

- 14.1 An organisation or party inviting the Mayor of the City and County Council or the Mayor of the Metropolitan District or Cathaoirligh/Chairs of the Municipal District to attend a function (hereinafter called the host) should be informed that it is necessary to make the following arrangements:
1. Except where the President of Ireland is present, the Mayor/Chair will take precedence over all other persons at every function in the administrative area of Waterford City and County.
  2. Any address or speeches at the function and the seating arrangements will indicate this precedence.
  3. The host will ensure that a convenient parking space is available and designated for use by the Mayor/Chair.
  4. The Mayor/Chair will be received by the host or his representative as he/she enters the building / location where the function is taking place. He/she will be introduced to the person presiding at the function and such others as is considered necessary.
  5. At the end of the function the Mayor/Chair will be accompanied to his/her car by the person presiding at the function.
  6. Any reference in the foregoing to the Mayor/Chair includes his/her partner.
  7. The above protocol will apply to the Deputy Mayor/Chair or any member of Council representing the Mayor/Chair.
  8. Invitations should be submitted in writing to the Mayor/Chair via Corporate Services Section, City Hall, Waterford at least 4 weeks before the function is scheduled to take place. Email [mayor@waterfordcouncil.ie](mailto:mayor@waterfordcouncil.ie)
  9. Please ensure that photographs taken at the function are forwarded to the following email addresses: [communications@waterfordcouncil.ie](mailto:communications@waterfordcouncil.ie)
  10. The Chief Executive or his representative will always be asked to speak after the Mayor of Waterford City and County Council. Requirements of events vary as to the speaking order, advice on running order to be discussed with the Corporate Office.

## **15. Protocols General**

- 15.1** While every effort has been made in this document to cater for anticipated events it is likely that many occasions will present themselves outside of the listed protocols. In such cases public representatives and officials should respect the spirit of the protocols and respect the integrity of the role of the Mayor and the respective Cathaoirleach and liaise with the Corporate Office to determine the appropriate approach.
- 15.2** Occasions may well be presented where the presence of the Plenary Mayor, the Mayor of the Metropolitan District / Cathaoirleach of the Municipal District is sufficient to respect and honour his / her role, without being invited to speak.
- 15.3** All requests for Civic Honours and attendance at Official Events will be co-ordinated by the Corporate Office in consultation with the CPG as appropriate and will be in accordance with this protocol.
- 15.4** Any changes to this protocol should in the first instance be referred to the Procedures Committee and then onto the Corporate Policy Group (CPG), the CPG will examine and make a recommendation to the full council.

## **16. Office Supports**

- 16.1** The office of the Mayor of the City and County of Waterford and that of the Mayor of the Metropolitan District is City Hall, Waterford. The Mayor of the City and County of Waterford and the Mayor of the Metropolitan District will each be provided with an office.
- 16.2** The office for the Dungarvan Lismore and Comeragh District Cathaoirligh is in the Civic Offices, Dungarvan.
- 16.3** Secretariat for all offices will be provided by the corporate office in so far as is practicable and must include full access to the diaries of each of the Mayors/Cathaoirligh (this is to ensure that attendance at all events is recorded and to allow time for speech preparation). The secretariat requires notification of all events to which the Mayor/Cathaoirligh are invited. All post for the attention of the Mayor / Cathaoirligh will be managed by the secretariat.
- 16.4** Meeting rooms are provided in both City Hall and Civic Offices for the elected members, booking of these rooms is done by the elected members via the online portal.

- 16.5** Members will have priority on meeting rooms on the day of scheduled council meetings, Committee Room in City Hall and Deise Room and Conference Room in Civic Offices.
- 16.6** All speeches and press releases are co-ordinated by the corporate office in conjunction with the communications team.
- 16.7** Corporate section will make all arrangements required in relation to all Civic Honours.
- 16.8** All invitations for the Mayor of Waterford City and County Council, Mayor of the Metropolitan District and Cathaoirligh of the Municipal Districts are to be issued to the Corporate Office at [mayor@waterfordcouncil.ie](mailto:mayor@waterfordcouncil.ie). The Mayor of Waterford City and County Council may in some instances request the Mayor of the Metropolitan District or Cathaoirligh of the Municipal Districts to deputise at some events.

## **17. Use of Chains**

- 17.1** Chains of office are to be worn at all official events that the Mayor / Cathaoirligh are in attendance at.
- 17.2** When the Mayor of Waterford City & Council is in attendance at an event the Mayor of the Metropolitan District / Cathaoirligh of the relevant district can also wear a chain.
- 17.3** Chains must not be worn by the Mayor / Cathaoirligh outside of their respective districts.
- 17.4** Where both the Mayor of Waterford City and Council and Mayor of the Metropolitan District / Cathaoirligh are in attendance it is the Mayor of Waterford City & County who gives the speech.

## **APPENDIX 1**

### ***Fixing Dates, Times and Venues***

Corporate Affairs Section will suggest dates following consultation with the Mayor of Waterford City and County Council, the Chief Executive, Director of Services and recipients as appropriate. In some cases, the date may be determined by outside influences e.g. visiting dignitaries etc. A minimum of 4 weeks' notice is required by the Corporate Office in order to make the necessary arrangements.

The commencement time is dependent on the event, Mayoral/Cathaoirligh receptions and Certificates of Achievement are held during office hours, other Civic Honours The time of other Civic events are generally in the evening usually no later than 6.30 pm. However, in exceptional circumstances and depending on the specific circumstances, consideration may be given to holding the event at an alternative time.

All Civic Honours (except in very special circumstances) to be held in City Hall, Cathaoirligh receptions to be held in Civic Offices.

### ***Guest Lists***

The following arrangements will apply in relation to Civic Honours (Freedom Ceremony) Receptions only. Guest lists for Mayoral / Cathaoirligh Receptions would generally not be as extensive. Guidance on guest lists to be provided by Corporate Office.

#### **1. Standard for Freedom Reception only**

- Mayor of Waterford City & County Council
- Each Member of Waterford City and County Council and partners
- Each Oireachtas member for County Waterford.
- Member of the European Parliament (If any for County Waterford).
- Chief Executive
- Members of the Senior Management Team
- Organisers / arrangers of the Civic Reception to be included + others depending on the recipients of the Civic Reception.

#### **2. Outside Agencies (as appropriate)**

*Corporate to extend invitation to outside agencies as appropriate to the background of the recipient.*

#### **3. Recipients' Guest List/Background Information**

A list of guests together with addresses must be submitted by the recipients of the Freedom Reception to the Corporate Section at least 3 weeks in advance of the event. This guest list must be strictly adhered to. In addition, full written details with regard to the



person/organisation/occasion being honoured must also be submitted to facilitate preparation of speeches, scrolls, certificates of achievement etc.

**For Health and Safety reasons due regard must be taken of the seating capacity of the Council Chamber which must not be exceeded.**

Guest lists submitted by the recipients will not be checked for accuracy as the local authority is only responsible for the issue of the invitations.

**4. Media / Photographers / Other Press Corps**

Details to be confirmed by Communications Team.

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Invitation Format - All invitations shall have the following wording:



***Mayoral/Cathaoirligh/Civic/Freedom Reception***

Invitation

***Mayor of Waterford City & County Council***

***Cllr. \_\_\_\_\_***

Cordially invites

To a \_\_\_\_\_ Reception in Honour of

\_\_\_\_\_ In Council Chamber, City Hall, Waterford

On \_\_\_\_\_

At 7:30 p.m

Please note that all guests must be seated in the Council Chamber, City Hall, The Mall Waterford not later than \_\_\_\_\_ (allow ten minutes prior to time of reception). Outside doors will close at 7:00 p.m. No admission during reception.

*R.S.V.P. To \_\_\_\_\_ (Named Official \_\_\_\_\_).*

## ***Issue of Invitations***

Invitations should issue approximately 2 weeks in advance of the reception and all invitations should issue at the same time.

## ***House Rules***

The following house rules should be included in the MC notes:

1. Mobile Phones to be switched off.
2. Indicate location of Exits.
3. Any other issues as may be appropriate
4. Outline the order of events for the reception e.g. formal speeches followed by presentation of scroll/certificate of achievement, photo call and refreshments.

## ***Order of Speeches / Activity***

- First speaker, Mayor of Waterford City & County Council (depending on the event this may be done by the formal entry into the Chamber of the Mayor accompanied by the dignitary or other special guest in which case all others are seated prior to the arrival of the Mayor.
- Second speaker Chief Executive or Director of Service
- Third speaker, reply by recipient.
- Elected Members present may be called on by the Mayor to speak

The presentation of scroll/certificate of achievement and gift follow the speeches.

## ***Presentations for Civic Honours***

- The recipient of all Mayoral / Cathaoirligh receptions must receive a written recognition of their achievement in the form of a scroll.
- The recipient of a Civic reception must receive a written recognition of their achievement in the form of a scroll/certificate of achievement with an appropriate gift.
- The recipient of a Freedom of the City and County must receive a large and small custom inscribed scroll and silver Freedom Box and have the Freedom Book signed at the ceremony.
- All scrolls (except the Freedom scroll) must be in the same format, size, layout etc. and be signed by the Mayor of Waterford City and County. All scrolls and certificates are to carry the council seal.
- The presentation of gifts may be discussed by both the Mayor of Waterford City and County and organisers prior to the event, so as to ensure that such presentations take place in an orderly manner within the Council Chamber /Mayors Parlour. (This will of course vary depending on the number of presentations and the type /size of gift.)

### ***Photo Call***

Photographers to be at liberty to take photographs during the entire event. Immediately following the presentation, arrangements will be made for the formal photo call. One Photographer may be appointed for particular events and all press will be informed of events.

### ***Refreshments***

Refreshments will be provided after the photo call is completed in the Mayors Parlour / Large Room depending on the reception type.

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