RMCC Clerk

From: Iona Shariff <iona.shariff@gmail.com>
Sent: 04 May 2026 09:38
To: Julia Charles (RMCC); RMCC Assistant Clerk; RMCC Clerk; Allan Cook
Cc: Iona Shariff (RMCC); Iona Shariff (RMCC)
Subject: Checklist for civic service

Dear Julia/Allan,

Please find below a structured checklist for next year's civic service and reception planning, to ensure nothing is missed. Please confirm if we need to amend anything before we turn into a formal document.

The biggest event of the year!

Sam, I have drafted the below for you and the clerk ready for next year (Assistant clerk and clerk to lead/run the event). Once agreed please can you formalise this document as your crib sheet ready for next year. Thanks, ever so.

David Silver will know the date of the event but it is usually the first May bank holiday Sunday. Arrival is 5:45pm, service at 6-7pm with food and drink after.

November (Early Planning Stage)

- Send **"Save the Date" invitations** to:
  - Dignitaries
  - Guests (ask David Silver)
  - Guides & Brownies
- Invites to be checked by the chair before issue.
- Begin tracking expected attendance
- Book the vicar & New Church Rooms
- Book caterer and confirm initial requirements
- Confirm date, time, and format of the civic service
- Identify key civic guests requiring formal invitations:
  - **Lord Mayor**

- **Lord Lieutenant**



10 Weeks Before Event (Formal Invitations Stage)

- Send **full formal invitations** to:
  - Lord Mayor
  - Lord Lieutenant
  - Dignitaries
  - Guests
  - Guides & Brownies leaders
- Begin full consolidated list of attendees
- Arrange:
  - Flowers
  - Name plates for dignitaries



4–6 Weeks Before

- Continue updating attendee list
- Confirm initial responses where received
- Confirm catering arrangements in principle with caterer
- Arrange preliminary church reading volunteer
- Confirm drinks supply (beer, wine, soft drinks) from the Old OCR
- Confirm access to:
  - Tablecloths (OCR)
  - Drinks glasses (upstairs cupboard under the eaves)



2–3 Weeks Before

- Chase RSVPs / replies from all attendees (including Guides & Brownies)
- Confirm final numbers for reception (check)
- Confirm catering menu, timings, and final requirements with caterer
- Confirm Guides & Brownies attendance numbers and requirements
- Confirm church reader(s)
- Finalise drinks order with Old OCR
- Confirm logistics for:
  - Tablecloths (OCR)

    - Drinks glasses (upstairs cupboard under the eaves)



Beginning of the Week of the Event

- Liaise with the vicar:
    - Finalise order of service
    - Confirm readings and participants
- Reconfirm:
    - Reader(s) for the service
    - Flowers (ask Allen) delivery/collection
    - Final attendance numbers, including confirming Guides & Brownies
    - Caterer timings and final requirements
- Prepare printed name plates for church seats.
- Final chase for any outstanding attendees



Day Before / Morning Of

- Collect keys from the Warden (church warden halfway up the hill)
- Collect:
    - Drinks from the Old OCR
    - Tablecloths from OCR
- Retrieve drinks glasses from upstairs cupboard under the eaves
- Confirm caterer arrival time and setup requirements
- Set up venue:
    - Lay out tablecloths
    - Arrange drinks glasses
    - Set up drinks area
    - Place name plates
    - Arrange flowers
- Double-check final numbers, including Guides & Brownies



On the Day

- Ensure reader is present and briefed
- Welcome dignitaries, guests, Guides & Brownies
- Coordinate timing with vicar

- Oversee caterer setup and service
- Monitor reception and attendance



After the Event

- Return:
  - Keys to Warden
  - Tablecloths to OCR for washing.
  - Any unused drinks
  - Drinks glasses to upstairs cupboard
- Ensure caterer clears down as agreed
- Ensure caterers tidy and clear venue
- Send thank you messages (MP's, councillors, vicar, charity representative (this year it was Katie from City Hospice) Guides & Brownies leaders, readers, caterers, helpers). This year we need to send a special thank you to Mark Drakeford and wish him a happy retirement.



New Church Rooms – Entry - Key Holder Contact

Church Warden:

Rubina Davison
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