



## **Civic Reception Information Sheet (Town House)**

### **Guest Lists, Invitations and Confirming Attendees**

We can discuss the issue of invitations with you to distribute to guests and will issue you a pro-forma attendee list. You should return this completed list to us prior to the event to confirm the names and the number of guests expected to attend. For some smaller events we may ask that you simply inform us of the number of attendees. Only in some instances will invitations will be sent to guests directly by the Council.

A civic reception is recognition of your organisation's contribution to the city, and you should therefore concentrate on inviting people you wish to thank or pay tribute to – members, volunteers, supporters, sponsors etc. The Lord Provost's Office will also invite a number of guests such as Councillors, senior Council officials and, where appropriate, MPs and MSPs.

It is important that you advise us of any dignitaries or VIPs you intend inviting to enable us to follow appropriate protocol. We would also like you to inform us of anyone the host should make a particular point of speaking to at the event. These could be members with long service, winners of a prize, committee members or major fundraisers.

Providing accurate numbers is critical to the success of the event, both in terms of minimising wastage, and providing a suitable sized venue. Whilst our catering staff are able to cope with a few more (or less) guests on the day, it is impossible to handle large variations at the last minute. Please do not overestimate numbers, be realistic and revise estimates. If actual numbers vary significantly from those supplied, we may ask you to contribute to the cost.

### **Event Host**

As Civic Head, the Lord Provost is the host for most of the Council's receptions however, as there is a busy civic diary this is not always possible. The Depute Provost and other Councillors may preside over civic occasions. The host is always accompanied by a Town Sergeant who acts as 'toastmaster'.

### **Format of the Event**

The format of civic receptions varies, but there are some elements which are always present.

- Welcome by the host
- Response by one of your party – e.g. your Chairman, President etc.
- Concluding 'Toast of Bon Accord' and vote of thanks by the host.

### **Speeches**

Speeches are an integral part of civic receptions. You should therefore provide background information on your organisation (history, awards, significant milestones etc)

no later than one week in advance in order that an appropriate speech can be prepared by the host.

### **Presentations and Gifts**

Organisations often take the opportunity of a civic reception to make presentations recognising long service or special achievements. If you would like the host to make presentations at your reception, please let us know the names of the individuals and types of awards no later than two weeks before the event.

There is absolutely no expectation that you should give a gift to the city, however some organisations choose to do so. If you intend to present something to the host, we would prefer to know what the item is in advance and who will be presenting it. All gifts to the City are kept by the Town Sergeants and displays of these can be seen around the Town House.

### **Catering and Refreshments**

The catering and refreshments are all provided by the Council as part of the event. You will not need to organise any of this yourself. Special dietary requirements can be catered for and vegetarian options are always available. Please inform us of any special requirements (by completing the attendee list) no later than one week before the reception. A selection of alcoholic and non-alcoholic drinks will normally be available at events. However, where there are a significant number of attendees under 18 years of age, or where it is deemed inappropriate by the Council, alcohol will not be made available.

### **Audio/Visual Equipment, etc.**

A public address system will be available for speeches, presentations etc. Some organisations like to have a computer slide-show of photographs and information on display during their reception. We can provide a data projector and screen, however you would have to supply your own laptop. Please note, there will be no technical support available on the day for this. We can also provide tabletop boards for other types of display if required. Please let us know of any equipment required no later than two weeks before the event.

### **Photography**

At most events the Council photographer will be present. We will provide a selection of photographs for you to use in newsletters etc. Please note that these photographs are under Aberdeen City Council copyright and must be appropriately credited when used. A wider range of photographs will be available to view and purchase from the Council's website. You may also wish to arrange your own photographer in addition to this and of course guests are very welcome to take photographs with their own cameras.

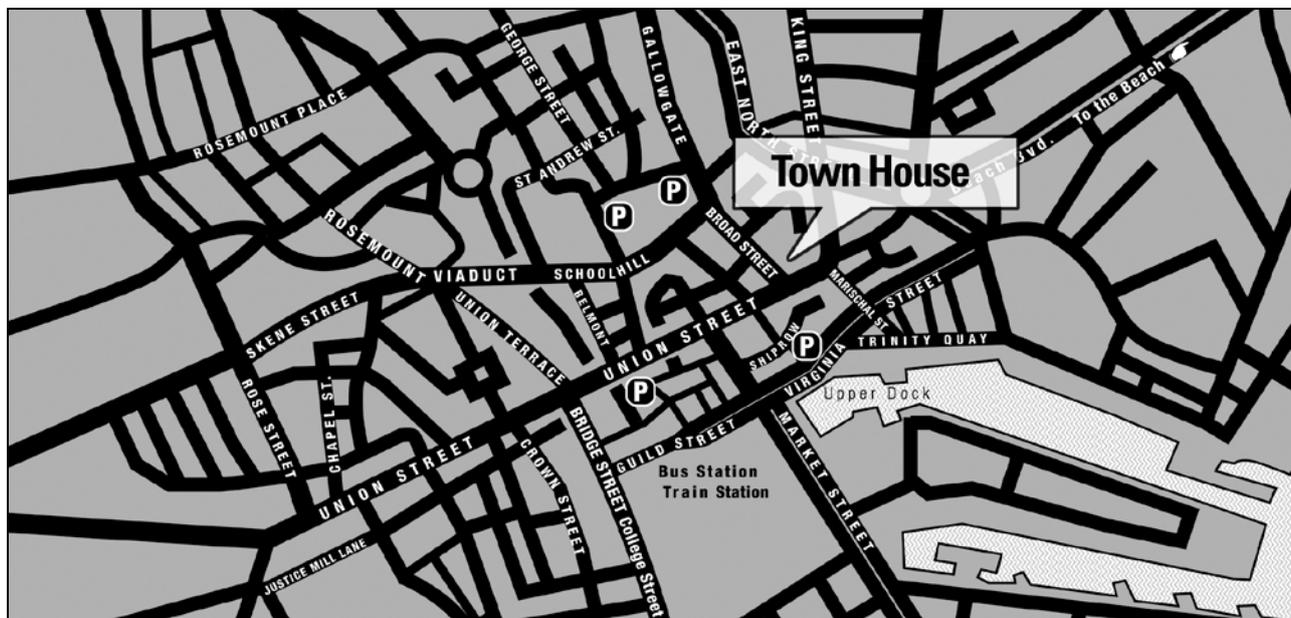
### **Location, Parking and Public Transport**

The Town House is on Aberdeen's main street (Union Street) which is served by most bus routes and is a short walk from the central bus and railway stations.

There is no general parking at the Town House, however a number of public car parks are situated nearby. These are clearly sign-posted with blue 'P' signs. There are also privately

run car parks within walking distance of the Town House including on Shiprow and adjacent to the Bon Accord/St. Nicholas and Union Square shopping centres.

There are also a number of on-street and disabled driver parking spaces to the rear of the Town House on Queen Street.



## Health and Safety

An announcement will be made at the beginning of your event which will highlight the designated emergency exit routes and any other Health & Safety information which is applicable to the event. This announcement will also explain that in the case of a fire or other emergency requiring evacuation, a continuous klaxon will sound. Guests should proceed immediately out of the building via the designated exit routes as directed by staff.

Smoking is prohibited in all parts of the Town House in accordance with the Smoking, Health and Social Care (Scotland) Act 2005. Guests who wish to smoke must do so outside the main door on Union Street and should dispose of their used cigarettes in the nearby dustbin.

For security purposes, guests should bring their invitations with them to the event and show them to the attendant upon arrival. On some occasions it may be necessary to have someone from your organisation on hand to assist with “checking-in” guests at the door.

## Timeline

8 weeks before	Discuss invitations/guest list
6 weeks before	Send out invitations and begin logging responses

1 week before

Confirm any equipment required and supply background information/names of any speakers, awards, presentations or gifts. Finalise number of attendees noting any 'VIPs' and special dietary requirements (where appropriate).

### **Contact Information**

Lord Provost's Office  
Office of Chief Executive  
Aberdeen City Council  
Town House  
Aberdeen  
AB10 1LP

Tel: 01224 522637

Email: [lordprovost@aberdeencity.gov.uk](mailto:lordprovost@aberdeencity.gov.uk)