



# Management CIRCULAR No.

37

**December 2018**  
**Management Circular No. 37**

To **Heads of all educational establishments**

## **Significant events in educational establishments that merit civic recognition/hospitality**

Glasgow City Council's Lord Provost is the first representative of the local authority and accordingly Education Services **Must** consult with the Lord Provost's Office regarding the recognition or celebration of significant events in the life of educational establishments particularly when it would be appropriate to invite a civic dignitary to participate.

Such events might include the following:

- a) visits to your establishment by official parties, dignitaries or exchange groups from other countries that in your view merit civic recognition.
- b) special activities or occasions, for example Silver, Golden or Centenary Anniversaries, in the life of your establishment which in your view are of sufficient significance for the local community to merit civic participation in recognition of the activity or in celebration of the occasion.

Before making arrangements for such significant events it is imperative that the Head of Establishment consult with their Head of Service as far in advance as is practicable.

Under no circumstances should approaches be made to other external bodies not directly involved as an integral part of the event itself, until the views of Education Services and the decisions of the Lord Provost have been made known.

At the earliest possible stage therefore the attached form (Appendix 1) should be completed and sent to the Executive Director of Education for approval. No information should be sent directly to the Lord Provost's Office. Thereafter matters will be progressed to the Lord Provost's Office and you will be notified of the outcome in due course. If a Civic Reception is requested then it is the Head of Establishment's responsibility to ensure that the appropriate papers, including a briefing note, are submitted to the Executive Director of Education for transmission to the Lord Provost's Office no later than one year prior to the date of the reception. Guidelines regarding the granting of Civic Hospitality are attached, as Appendix 2, and all staff must adhere to these.

A similar notification should be adopted for those activities that, although you may not deem them to have the significance meriting formal civic recognition, are nevertheless sufficiently noteworthy to be brought to the attention of the Executive Director of Education and the Convener of the Education Skills and Early Years City Policy Committee.

It is hoped that the foregoing arrangements will ensure that the necessary protocols are observed and events within Education Services can be accorded appropriate standing from the perspective of Glasgow City Council.

Maureen McKenna  
Executive Director of Education

# REQUEST FOR CIVIC HOSPITALITY

General Information	UK/International Events ONLY
Request for hospitality by: _____	No of UK delegates: _____
Nature of Event: _____	No of Overseas delegates: _____
Venue: _____	No of accompanying persons: _____
Numbers likely to attend: _____	Total No attending: _____

**Preferred Date**

Preferred date/time of Civic Hospitality (if granted) \_\_\_\_\_

**Previous Civic Hospitality**

If civic hospitality has been granted by the Council during the last three years, please specify. Write NONE if applicable.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact Person**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

**Authorisation**

Authorised by: Signature \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO**  
**The Lord Provost's Office**  
**City Chambers**  
**Glasgow G2 1DU**

**FOR OFFICE USE ONLY**

Date received: \_\_\_\_\_ Nature of civic recommended \_\_\_\_\_

Date approved by committee \_\_\_\_\_ Nature of civic approved \_\_\_\_\_

Letter to applicant sent \_\_\_\_\_

## **Guidelines for Organisations granted Civic Hospitality by Glasgow City Council**

### **Introduction**

Applications to Glasgow City Council for civic hospitality are considered by the General Purposes Committee, which is made up of elected members of the Council. Once they approve a level of hospitality, the remit for making detailed arrangements for an event rests with the Lord Provost's Secretariat. Any discussions on the format of an event, once approved, should ONLY be undertaken with a member of staff from that office.

### **Aim of these guidance**

These guidelines have been produced to act as an aide-memoire to discussions, which will take place concerning the level of civic hospitality approved, and also to provide you with a checklist.

### **Cost**

There is no charge for the type of civic hospitality you may be granted. However, in planning any event it is particularly important that accurate details are provided to the Lord Provost's Office in order to minimise wastage. Please do not over-estimate numbers, be realistic and do not be afraid to revise estimates. If numbers vary significantly from those supplied we may ask you to contribute to the cost.

### **Guest list**

In granting civic hospitality Glasgow City Council is recognising a significant event that affects your organisation. The guest list should therefore be made up of members of your organisation and not extended to other groups without prior approval of the Lord Provost's Office. Glasgow City Council's aim is to ensure that attendance at events is appropriate.

### **Invitations**

Provided the Lord Provost's Office has adequate notice of your event they will produce invitations. They will let you know when they are ready and you should then distribute them to your guests. A reply card will be provided with each invite if required.

### **Numbers**

Accurate numbers are critical to the success of an event. It is of the utmost importance that a close liaison is maintained with the Lord Provost's Office in this respect. Whilst the catering staff can cope with one or two more (or less) it is impossible to cope with large variations at the last minute. Similarly if for example, the Lord Provost's Office have planned to run a dinner in the Satinwood Suite and numbers increase it may be necessary to switch venues since seating capacity is limited. Ideally, you should contact the Lord Provost's Office ten days before an event to confirm numbers. Please advise the Lord Provost's Office of any dignitaries and VIPs attending to enable them to follow appropriate protocol.

## **Parking**

Parking varies from venue to venue and this can be discussed with you. However parking at the City Chambers is limited to off street parking and you should advise your guests accordingly. The city centre area is moderately quiet in the evening but parking is a problem during the day. The City Chambers is within easy reach of Queen Street Station and Buchanan Street Underground and there are multi-storey car parks at Montrose Street and Albion Street - both five minutes walk from the City Chambers.

## **Access for disabled people**

There is good access at most venues, in particular the City Chambers, as well as accessible toilet facilities. It is useful to know in advance whether disabled guests will be attending a function so that the Lord Provost's Office can make appropriate provision.

## **Cloakroom facilities**

Cloakroom facilities are available at all venues.

## **Format of the evening**

The format of evening can vary enormously and in this respect broad details are outlined below:

### *Civic Dinner*

Top table guests will be invited to have pre-drinks with your host and in this respect separate VIP invites will be supplied by the Lord Provost's Office. Other guests will assemble for pre-drinks elsewhere and then be invited to take their places before the top table party joins the main body. During dinner there will be Grace, the Loyal Toast, a speech of welcome from your host and a reply by one of your party to thank Glasgow City Council for its hospitality. Our own Council Officers act as Toastmasters for the evening. If you plan any other speeches or presentations these should be discussed before the event. Please note that normally only top table guests are placed and there is no formal seating plan for other guests.

### *Finger Buffet/Canapés*

All guests will make their way to the function suite. The host will be brought along by a Council Officer who will introduce your VIPs. At an appropriate stage a speech of welcome will be made by your host and a reply given by one of your party. The name of the respondent should be advised to the Lord Provost's Office prior to the event.

### *Fork Buffet/Display Buffet*

Fork buffet arrangements are the same as those for a finger buffet except that the food is more substantial. However a display buffet involves seating and a top table.

## **Speeches**

Speeches are an integral part of the evening. It would therefore be helpful if, at least two weeks prior to the event, you can provide the Lord Provost's Office with details/brochures/literature on your organisation in order that they can prepare an appropriate speech.

## **Timescale**

Organisations often ask for a timescale of events to enable guests to be picked up. Finger buffet receptions normally last for one hour 15 minutes, fork/display buffets about two hours and dinners about two hours 30 minutes.

## **Dietary requirements**

Special dietary requirements can be catered for and vegetarian meals are always available. Any other special dietary requirements need to be notified at least five working days in advance.

## **Top tables**

Depending on which room is used, the top table can vary in size from 8 to 16 people. You should select an appropriate number of people from your own organisation and notify the Lord Provost's Office seven days prior to the event of their names, preferably in writing, to enable them to prepare place cards. Top table guests will be invited for pre-dinner cocktails and a special card will be issued for this.

## **Gifts**

The Lord Provost's Office is often asked if it is appropriate to provide a gift at a civic event. The answer is that it is neither expected nor necessary. The Lord Provost has a Children's Charity Fund, which is disbursed to needy children in Glasgow. If you decide you would like to make a donation, you may wish to consider this as an option. However, it is helpful to let the Lord Provost's Office know in advance.

## **Floral decorations**

Where floral decorations are appropriate, these will be arranged and paid for by the Lord Provost's Office.

<b>Checklist</b>	
One year before	Request of Civic Event to be submitted
6 weeks before	Send out invitations
2 weeks before	Supply background information on your organisation for speech purposes
10 days before	Confirm numbers
7 days before	Supply names and appointments of your top table guests as well as who will reply to the civic welcome
5 days before	Notify Lord Provost's Office of special dietary requirements
5 days before	Further confirmation of numbers