

## **PROCEDURE FOR CIVIC SERVICE**

Send out invitations to Guests (List on computer) – Clerk

Book Church / Chapel – Chairman

Book Chapel Room for refreshments – Chairman / Clerk

Book refreshments – Chairman

Get readings from vicar / minister

Arrange for someone to do readings

Get shield for Honorary Citizen

Order small shield for engraving (Shoe Craft Otley)

Prepare Order of Service with Clergy – usually the church officers will print them – Parish Council will pay.

Arrange for refreshments to be collected and set out on tables before service

Get volunteers to serve tea / coffee and wash up

Use paper plates and serviettes

Civic Service in October – Honorary Citizen Award follows service in church / chapel