

SUGGESTED TIMETABLE FOR AN ALDERMANIC SHRIEVAL CANDIDATE

(Check-off list of essential and suggested dates for use by an Aldermanic Candidate)

(This will not be all encompassing and should be read in conjunction with Annex B, since many dates and requirements are common to both candidates).

- Warn Mother Livery Company and Ward Club of events, attendance and duties for the forthcoming year.
- Appoint Election Agent by FEBRUARY prior to election.
- Deposit Nomination Form with Election Office with at least 15 signatures by 1 MAY or before.
- Finalise Election Address by end APRIL.
- Appoint printers for Election Address by MAY.
- Agree wine/champagne for the Old Bailey by MAY.
- Agree Hall for Sheriffs' Breakfast with Remembrancer.
- Acquire all kit/dress by JULY.
- If consort is female, consider purchasing tiara by SEPTEMBER.
- Appoint Chaplain at earliest opportunity.
- Prepare acceptance speech - 4 to 5 minutes maximum - well in advance.
- Organise Grant of Arms through College of Arms at earliest opportunity.
- Organise Invitations & Reply Canis for Presentation soon after election.
- Book suitable Livery Hall for Presentation of Chain at earliest opportunity.
- Prepare speech of thanks for Presentation well in advance & for spouse/consort.
- Organise luncheon and menu for post Presentation for 20-30.
- Dispatch invitations for Sheriffs' Breakfast.
- Agree list of invitees with Remembrancer's office by JUNE.
- Agree menus, wines, flowers & tasting with fellow Sheriff by JULY.
- Write speech by early SEPTEMBER.
- Organise guest speaker by MAY.
- Start inviting Old Bailey luncheon guests and prepare guest lists by JULY.
- Organise printing of stationery, cards etc. by JULY. Commence Christmas Card list by SEPTEMBER.