



HAWICK COMMON RIDING COMMITTEE SCIO

Registered Scottish Charity SC049647

Secretariat
Miss L Fraser & Mrs L Smith
11 O'Connell Street
HAWICK
TD9 9HT

01450 378853
commonriding@btinternet.com

HAWICK COMMON RIDING 2020

Guidance Note for Speakers

Hawick Common Riding Committee SCIO are committed to striving for best practice and inclusivity, and to assist with this we have drawn up guidelines for those speaking publicly at all Hawick Common-Riding functions.

Speakers must address the whole company:

We recommend starting your speeches with Honorary Provost, Cornet, Yin and A'....
or Honorary Provost, Cornet, Distinguished Guest, Yin and A'

We would advise against using gender specific terms, but Ladies and Gentlemen can be used.

Foul language is not permitted.

Offensive jokes are not permitted.

Please adhere to the time given for your speech. Timings at functions must be adhered to as there is a strict time-table to follow, speeches overrunning have a knock-on effect.

Here is a guide to speech length:

1 minute	130 words
2 Minutes	260 words
5 Minutes	750 words
10 Minutes	1300 words
15 Minutes	1950 words

If you have any questions on the guidance please contact and I will be happy to help.

Regards

L. Fraser
Hon. Secretary