

ORGANISATION:	
CONTACT INFORMATION :	Name: Address: Tel No: In the event of a press enquiry about the event, can this number be given out? YES/NO E-mail:
EVENT DETAILS:	Event: Date: Venue: Start Time: Finish Time: Arrival Time for the Mayor: Name of person who will greet the Mayor: Contact telephone number on the day:
CAR PARKING:	Will parking be available for the Mayor's Car? YES/NO
DRESS CODE:	Gentlemen: Lounge Suit/Dinner Jacket/Other Lady: Day/Cocktail/Evening Dress/Other
SPEECH REQUIRED:	Will the Mayor be required to make a speech? YES/NO If yes, please indicate at what point during the event and the nature of the speech, e.g. welcome speech, closing remarks, general speech in relation to the event, response to toast <p style="text-align: center;"><u>SPEECH BRIEFING NOTES MUST BE INCLUDED WHEN RETURNING THIS FORM OR SENT A MINIMUM OF 5 DAYS PRIOR TO EVENT</u></p>
OTHER DUTIES:	Will the Mayor be required to officiate during the event? YES/NO e.g. cut ribbon, cut cake, unveiling ceremony, chair meeting, photo-call
REFRESHMENTS:	Please indicate if refreshments are to be provided: None / Tea & Coffee / Sandwiches / Finger Buffet / Formal Dinner
OTHER GUESTS:	If applicable, please advise names of other distinguished guests attending:
PHOTOGRAPHS:	Please note that photographs and/or images taken of the Mayor during the engagement must not be used in connection with any promotion or advertisement without the express written permission of the Office of the Mayor.
OTHER INFORMATION:	Please include any other information that will assist the Mayor to prepare for his visit e.g. literature about the organisation/event, programme, agenda (particularly for AGMs)