

REQUEST FOR MAYOR AND/OR MAYORESS TO ATTEND A FUNCTION

Please return to Executive Assistant to Mayor, Observatory House, 25 Windsor Road, Slough, SL1 2EL

Tel: 01753 – 875001 Email: [mayor@slough.gov.uk](mailto:mayor@slough.gov.uk)

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| **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  Email: …………………………………………………………………………………………. |
| **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 reserved 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  **SPEECH BRIEFING NOTES MUST BE INCLUDED WHEN RETURNING THIS FORM OR SENT A MINIMUM OF 5 DAYS PRIOR TO EVENT** |
| **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/her visit e.g.  literature about the organisation/event, programme, agenda (particularly for AGMs) |