Mayor’s Engagement Form

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| Name of organisation: |
| Nature of event : |
| Date: |
| Recommended time of arrival and estimated end-time: |
| Venue details: |
| Car parking details: |
| Organiser Contact Details (including mobile) |
| Who will greet the Mayor if different from above: |
| Mayor’s Role - Is the Mayor required to say/do anything? |
| Is the Mayoress invited to attend? |
| Dress code: |
| Chains to be worn: |
| Will food/drink be served? |
| Details of other VIPs attending: |