Mayor’s Engagement Form

|  |
| --- |
| 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:  |