**The Event**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** |  | **Date** |  |
| **Function** |  | **Time of event** |  |
| **Venue** |  | **Time to arrive** |  |
| **Address** |  | **Departure** |  |
| **Postcode** |  | **Dress code** |  |

**Additional Information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes/No** |  | **Yes/No** |
| **Is the Mayor to wear the Chain of Office?** |  | **Is the venue accessible?** |  |
| **Is the Mayor to wear Robes?** |  | **Is there accessibly parking?** |  |
| **Is the Mayor required to give a speech?** |  | **Are refreshments provided?** |  |

|  |  |  |
| --- | --- | --- |
| **Please give details of parking (if any)** | **Speech Information**  **(eg: if you would like anyone or anything in particular included)** | **Type of refreshments** |
|  |  |  |

**Contact Information**

|  |  |
| --- | --- |
| **Name of event organiser** |  |
| **Email** |  |
| **Telephone** |  |
| **Mobile in case of emergency** |  |

**Other Information***If there is any other information about the event the Mayor should know about please provide it here:*