



Mayoral Event Pro Forma

Date of Event:

Title/Nature of Event:

Organisation:

Venue:

Time event begins:

and ends:

Civic Dignitary should arrive at:

And should be free to leave at:

Name of Host(s):

Name(s) of other VIPs attending:

Will refreshments be served?

Yes No

Will refreshments be made available to the Civic Attendant?

Yes No

Please indicate where the Civic Vehicle may be parked for the duration of the visit:

Gentleman's dress requirements:

Lounge Suit Dinner Jacket/Black Tie

Lady's dress requirements:

Day Suit Long Dress Cocktail Dress

Please give details of the person with whom the Mayor's Secretariat should liaise when discussing arrangements for this event.

Name:

Address:

Telephone:

Day:

Evening:

Mobile:

Fax:

Email:

Do you wish the Civic Dignitary to make a speech/propose a toast?

Yes No

Please attach any information relating to your organisation, which may be used to brief the Civic Dignitary prior to the event. Please also include any relevant literature – such as order of proceedings, programme, etc – relating to the function.

Please give information below, which will assist in preparing a speech.