

## MAYORS ATTENDANCE REQUEST

DESCRIPTION OF FUNCTION:	
DAY AND DATE:	TIME OF FUNCTION:
ADDRESS OF FUNCTION:	
WHAT TIME SHOULD THE MAYOR ARRIVE?	
WHAT TIME CAN THE MAYOR LEAVE?	
ORGANISATION:	
NAME OF CHAIRMAN / PRESIDENT / DIRECTOR / OTHER	
NAME OF CONTACT ORGANISER:	
ADDRESS:	DAYTIME TEL NO:
EMAIL ADDRESS:	POST CODE: FAX NO:
POSITION AND NAME OF PERSON MEETING MAYOR AND ESCORTING DURING ENGAGEMENT:	
DRESS CODE: <i>(Please highlight most appropriate)</i> <b>MAYOR:</b> EVENING DRESS / DAYTIME / DINNER JACKET / LOUNGE SUIT / INFORMAL / OTHER  <b>CONSORT:</b> EVENING DRESS / DAYTIME / DINNER JACKET / LOUNGE SUIT / INFORMAL / OTHER	
WHAT WOULD YOU LIKE THE MAYOR TO DO?	
WILL THE MAYOR BE ASKED TO SPEAK? <span style="float: right;">YES / NO <i>(Please delete)</i></span> (IF YES, PLEASE SEND BACKGROUND MATERIAL)	
WHERE SHOULD THE MAYOR'S CAR PARK ?	

*Please return to: Jo Riddle, Bingham Town Council, The Old Court House, Church Street, Bingham.  
Tel: 01949 831445. Email: [info@bingham-tc.gov.uk](mailto:info@bingham-tc.gov.uk). Please note that submission of this form does not guarantee the Mayor's attendance, and you should wait for a response regarding this.*