

Guidance notes for inviting the Mayor to an event

Please complete and return this form to admin@witham.gov.uk when booking the Mayor.

By completing this form, you agree for this information to be shared with the Mayor.

Organiser details

Name of organisation	
Name of organiser	
Address of organiser, including postcode	
Organiser's email address	
Organiser's contact number	

Event details

Name of event	
Event venue address, including postcode	
Day and date of event	

At the event

Who will be receiving the Mayor	
Name of person presiding	
Position in organisation	

What is the event dress code?	<input type="checkbox"/> Formal <input type="checkbox"/> Black tie <input type="checkbox"/> Casual wear <input type="checkbox"/> Smart wear
Is permission granted for the Mayor to wear chains of office?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be refreshments available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the Mayor be required to give a speech?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the Mayor be expected to perform a role? E.g., award a prize	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the Mayor bring a guest?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The Mayor's car

Parking arrangements for the Mayor's car	
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If you have any difficulties or queries with the above, please contact:

- email admin@witham.gov.uk
- phone 01376 520627

Please return this completed form and relevant documents to the Town Council offices:

- email admin@witham.gov.uk
- post Town Hall, 61 Newland Street, Witham, Essex, CM8 2FE.