

WARE TOWN COUNCIL

Mayoral Engagement Form

1. Name of Function
2. Location (please use address please)
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3. Day & Date.....
4. Time the Mayor/Deputy Mayor should arrive
5. State who will meet the Mayor/Deputy on arrival
6. Does the invitation include the Mayor's Consort?
7. Please state what car-parking facilities are available
8. Note that the Mayor/Deputy Mayor will attend all events wearing their Chain/badge of office.
9. If an evening function, please state whether or not formal evening wear should be worn (i.e. dinner jacket/long gown).
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10. If the Mayor/Deputy is required to make a speech, please give brief details which could be of assistance in formulating the contents of such speech.
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11. Any further information you would like the Mayor/Deputy Mayor to know about your organisation
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A copy of any Toast list, Agenda or programme should accompany this form.
Please return this questionnaire to the Mayor's Secretary, Ware Town Council,
The Priory, High Street, Ware, SG12 9AL; email mayors.secretary@waretowncouncil.gov.uk not less than 4 weeks before the date of the function.