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| --- |
| **Date of event / function:** |
| **Name of or type of event / function:** |
| **Organisation hosting event / function:** |
| **Address of event / function:** **(please include Postcode and car-parking arrangements)** |
| **Contact name:** | **Position in organisation:** |
| **Contact telephone number:** | **Contact email address:** |
| **Time to arrive:** | **Event / function start time:** |
| **Who will meet The Mayor on arrival?** |
| **Names of other important guests who may be present, if any:** |
| **Event / function finish time:** | **Length of time The Mayor is required to be present:**  |
| **Objective of the event / function:** |
| **What is The Mayor’s purpose at the event/function?** |
| **Is a speech required?**  |
| **Dress code:** |
| **Is The Mayor’s Consort invited?** |
| **Please provide useful background information about this event / function and your organisation.** ***(Please use overleaf or separate sheet if necessary)*** |

**Town Mayor Engagement Enquiry Form**

**Once completed, please return to:**

Brackley Town Council, 20 High Street, Brackley, Northants, NN13 7DS

Alternatively please email to: town.clerk@brackleynorthants-tc.gov.uk and elaine.wiltshire@brackleynorthants-tc.gov.uk