

**FELIXSTOWE TOWN COUNCIL**

**MAYOR’S ENGAGEMENT FORM**

If you would like the presence of the Mayor of Felixstowe at your event, please complete both sides of this form and return it as soon as possible to: The Civic Events Officer, Sue Faversham, Felixstowe Town Council, Town Hall, Felixstowe IP11 2AG or by email to sue.faversham@felixstowe.gov.uk

Please do not hesitate to contact the Civic Events Officer on 01394 288191 for further assistance.

**Please complete as comprehensively as possible in – electronically preferred or in BLOCK CAPITALS if by hand.**

Day and Date of Event:

Title of Event (e.g. annual dinner):

Name of Organisation:

Time Event Finishes:

Time Event Commences:

Time Appropriate for the Mayor to take their leave:

Requested Arrival Time of the Mayor:

Venue:

Venue Address and Contact Details:

Please give details if refreshments are to be provided *(Attach menu if applicable):*

Is there Reserved Parking for the Mayor, if so, please give details:

Purpose of Event (e.g. to fundraise for a Charity):

Are Mayoral Chains or Badge of Office to be worn? YES / NO (please delete as applicable)

*If the event is outside the parish of Felixstowe please confirm that the local parish council is aware of the event and does not object to the Mayor wearing the chain.* YES / NO

Dress Code:

Name of Person to Receive the Mayor, Contact & Email details:

Name of Person in Charge *(if different from above),* Contact & Email details:

Details of any Duties to be performed by the Mayor (e.g. Speech or Presentation):

Please Supply Information for Speech *(if applicable)* and relevant Background Information regarding Organisation:

Is the invitation open to all Felixstowe Town Councillors ?

Have the Press been Notified of this Event ?

*For Office Use*

*Invitation received –*

*Mayor confirmed*

*Response sent*

*Electronic Diary*

Thank you !