

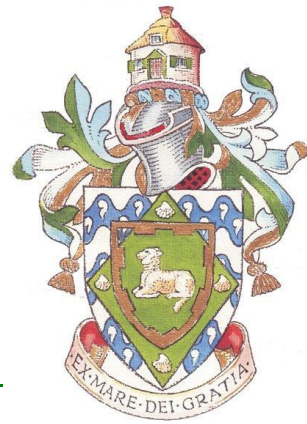
Canvey Island Town Council

Town Mayor of Canvey Island
Councillor Elaine Harvey

Council Offices
11 High Street
Canvey Island
Essex SS8 7RB

Telephone: 01268 683965

<http://www.canveyisland-tc.gov.uk>
e-mail: admin@canveyisland-tc.gov.uk



TOWN MAYOR / DEPUTY TOWN MAYOR'S INVITATION BRIEFING FORM

Please complete and return this form to the Deputy Clerk as soon as possible. Thank you.

Organisation:- _____

Contact Name:- _____

Contact Tel No:-. Home _____ Work _____

E-Mail:- _____

Name of Function:- _____

Venue: _____

Date of event:- _____ Time start:- _____ end:- _____

Is the invitation open to the Town Mayors Consort? **YES / NO**

Please indicate is the invitation open to: **TOWN MAYOR / DEPUTY TOWN MAYOR / BOTH**

What time should the Town Mayor / Deputy Town Mayor arrive for function? _____

Please indicate where the function will be held: **Inside or Outside**

Who will receive the Town Mayor / Deputy Town Mayor on arrival and act as host? _____

Will there be reserved car parking facilities? **YES / NO**

What duties (if any) will the Town Mayor / Deputy Town Mayor will be asked to perform and where appropriate please attach a schedule or programme or agenda to this form. Thank you.

Opening (YES/NO) : Presentations (YES/NO) : Speech (YES/NO) : None (YES/NO)

If the Town Mayor / Deputy Town Mayor is to be asked to make a speech please supply any relevant background information. Thank you.

Will refreshments or a meal be provided? **YES / NO**

Please indicate appropriate dress: **Suit and Chain or Black Tie / Formal Wear or Smart Casual and Chain**

If there is anything else that you feel will help the Town Mayor / Deputy Town Mayor please add below?

Thank you.