

# Canvey Island Town Council

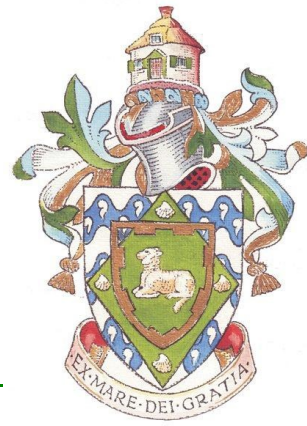
Town Mayor of Canvey Island  
Councillor Barry Palmer

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## **TOWN MAYOR / DEPUTY TOWN MAYOR'S INVITATION BRIEFING FORM**

**Please complete and return this form to the Community and Events Officer as soon as possible. Thank you.**

Organisation:- \_\_\_\_\_

Contact Name:- \_\_\_\_\_

Contact Tel No:-. Home \_\_\_\_\_ Work \_\_\_\_\_

Name of Function:- \_\_\_\_\_

Venue: \_\_\_\_\_

Date of event:- \_\_\_\_\_ Time start:- \_\_\_\_\_ end:- \_\_\_\_\_

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

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.