**Mayoral Invitation Form**

The Mayor is unable to accept direct invitations.

Please return the completed form **at least two weeks** prior to the event to enable Workington Town Council to confirm Mayoral attendance and make the necessary arrangements.

Completion of the form does not guarantee the Mayor’s attendance.

## **Please complete electronically or in block capitals**

|  |  |
| --- | --- |
| Name of the organisation requesting Mayoral attendance: |  |
| Is the Mayor’s Consort invited to accompany the Mayor? | YES/NO |
| Nature of function: | (e.g. dinner, presentation, awards - please give details) |
| Date: |  |
| Arrival time: |  |
| Start time of event: |  |
| Finish time: |  |
| Address and postcode of venue: |  |
| Would you like the Mayor to perform any special duties? | (e.g. ribbon cutting, presenting awards, making a speech) |
| Dress code: | (unless a WTC Civic Event the Mayor will wear chains only and no robe) |
| Will refreshments be provided? |  |
| Title, name & position of person meeting the Mayor: |  |
| Contact telephone number on day of the event? |  |
| Contact email address: |  |
| Any other details which you feel are relevant to the event: |  |