 Tavistock Town Council

**Attendance request for the Mayor of Tavistock**

Please complete all sections of the below Form [x]

| Organisation |       |
| --- | --- |
| Organiser’s Name |       |
| Contact Address(including Postcode) |       |
| Contact Telephone Numbers |       |
| Contact Email |       |
| Event Title |       |
| Day & Date of Event |       |
| Time Mayor should arrive |       |
| Venue Location(please include full addressAnd postcode) |       |
| Mayoress/Consort Invited? |       |
| Mayoral Chain – required to be worn? |       |
| If a Speech is required?(Please give brief details whichcould be of assistance) |       |
| Who will meet the Mayor? |       |
| Are Car parking facilities available?(and if so where) |       |
| Will refreshments be provided?(please specify) |       |
| If an evening function, please state whether a suit or a dinner jacket should be worn. |       |

A copy of any Toast List, Agenda or Programme should accompany this form.

Please email your completed form to adso@tavistock.gov.uk

OR

Please return this request form to the below address ***at the earliest opportunity before the date of the function***.

Administrative & Democratic Support Officer

Town Council Offices

Drake Road

Tavistock

PL19 0AU