



# Tavistock Town Council

## Attendance request for the Mayor of Tavistock

Please complete all sections of the below Form .

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

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

Please email your completed form to [adso@tavistock.gov.uk](mailto: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