

## MAYORAL EVENT DETAILS

Thank you for your invitation to the Mayor. Please complete and return the form to the **Assistant Town Clerk, 16-18 Mary Street, Porthcawl, CF36 3YA**. If you have any queries about completing this form please do not hesitate to contact the Assistant Town Clerk on 01656 782215. [sarah.watkins@bridgend.gov.uk](mailto:sarah.watkins@bridgend.gov.uk).

### EVENT DETAILS

Name of Organisation:	
Date / Time of event:	
Function / Event:	
Venue: (please include postcode)	
Do you wish the Consort to attend also?	
At what time do you wish the Mayor to arrive?	
Name of person who will meet / accompany the Mayor on arrival/	
Approximate time the event / function will end :	
Will refreshments be provided? (ie: buffet/tea/coffee/lunch/dinner – please state)	
What car parking facilities will be available for the Mayor to access?	
Name and daytime contact telephone number, in case of queries	
Telephone number before/during the event, in case of emergencies.	

### DRESS CODE

<b>Mayor</b>	Long Dress	<input type="checkbox"/>
	Cocktail Dress	<input type="checkbox"/>
	Day Dress	<input type="checkbox"/>
	Hat	<input type="checkbox"/>

### SPEECH

Will you require the Mayor to speak?      Yes                  No  
(please circle)

If Yes, please complete the following:

Please indicate what you will require the Mayor to do:

	Yes	No
Open the Event?		
Speak on a Specific Subject?		
Propose or respond to any toast?		

**PROPOSING A TOAST** - If you wish the Mayor to propose any toast please provide below the names of person(s) or organisations to which you wish reference to be made and the nature of their assistance to the organisation.

**MAKING A SPEECH** – please provide ground notes (ideally in bullet point form, length of speech required, any particular points you would wish the Mayor to raise, when in the programme of the event the Mayor is to speak (continue on separate sheet of paper)

We want to respond to your invitation as soon as possible. By signing here you agree to Porthcawl Town Council using your personal data in accordance with our Privacy Notice. Copies of the Notice can be viewed in the Town Council Office, or online at [www.porthcawltowncouncil.co.uk](http://www.porthcawltowncouncil.co.uk).

Signed \_\_\_\_\_

Date \_\_\_\_\_