

In order that the appropriate arrangements can be made for the Mayor, it would be appreciated if you could complete and return

Name of organisation	
Description of function	
Date of function	
Time function commences	
Time the Mayor should arrive	
Anticipated time of conclusion of the event	
Venue of the function	
Location of parking facilities <i>It is important that a parking space is reserved whenever possible.</i>	
Name and status of person who will receive the Mayor	
Will the Mayor be offered refreshments? If so, please give brief details	
Will the Mayor's Attendant be offered refreshments	
If the event is not in South Ribble, has the Mayor of the relevant district received an invitation?	
Have other members/officers of the council been invited?	

Details of dress

Mayor & Mayoress

- Day dress
- Cocktail dress
- Long dress
- Hat

Consort

- Lounge Suit
- Dinner jacket

Is the Mayor expected to

- Open the event
- Make a presentation
- Propose or respond to any toast
- Speak on any subject
- Judge an event
- Draw a raffle
- Anything else

Extra Info required:

Are there any steps to climb, if so is there a handrail?	
How far will the Mayor have to walk?	
How long will the Mayor need to stand for?	

Please give full details	
Name and address of organiser	
Telephone number	

It would be very helpful if you could send us background information about your group/organisation.

Please return the completed form at least two weeks prior to your event to: toreilly@southribble.gov.uk