 Tavistock Town Council

**Attendance request for the Mayor of Tavistock**

Please complete all sections of the below Form

| 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 address  And postcode) |  |
| Mayoress/Consort Invited? |  |
| Mayoral Chain – required to be worn? |  |
| If a Speech is required?  (Please give brief details which  could 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 [office@tavistock.gov.uk](mailto:office@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