

TAVISTOCK TOWN COUNCIL



Attendance request for the Mayor of Tavistock

Organisation		
Organiser's Name		
Contact Address		
Contact Numbers	Phone:	Mobile:
Contact Email		

Event Title	
Date of Event	
Time Mayor should arrive	
Venue Location (Please include full address)	

Who will meet The Mayor?	
Are car parking facilities available and if so where?	

If evening function, please state whether or not formal evening wear should be worn?
If the Mayor of Tavistock is required to make a speech, please give brief details which could be of assistance in formulating the contents of such speech.

Please confirm whether the Mayoral Chain should be worn? (delete or highlight as appropriate)	Yes	No
Will refreshments be provided? Please specify.		

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

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

OR

Please return this request form to the below address *not less than 10 days before the date of the function.*

The Mayor's Secretary
Town Council Offices
Drake Road
Tavistock
PL19 0AU