
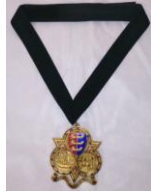


# Town Mayor of Dover Engagement Pro-forma



**TO ENABLE THE MAYOR TO PARTICIPATE APPROPRIATELY AT YOUR EVENT, PLEASE COMPLETE THIS FORM AND RETURN TO THE ADDRESS BELOW NO LATER THAN 3 WEEKS BEFORE THE ENGAGEMENT WHERE POSSIBLE. IT IS REGRETTED THAT FAILURE TO RETURN THE FORM MAY RESULT IN THE EVENT BEING CANCELLED FROM THE MAYOR'S DIARY**

Title/nature of event:			
Date of event:			
Organisation:			
Venue (including Postcode):			
Time event begins:		Time Mayor should arrive:	
Time event ends:		Time Mayor will be free to leave:	

Do you wish an escort to accompany the Mayor?	YES	NO	
At which entrance should the Mayor arrive?			
Will refreshments be provided for the Mayor & Town Sergeant? (Please circle where appropriate.) * If YES please provide details.	MAYOR	BOTH	NO
Do you wish the Mayor to perform a specific duty? * If YES please provide details overleaf	YES	NO	
Please indicate dress code?			
Should the Mayor wear Chain of Office or badge (please indicate by ticking the appropriate box)	 <input type="checkbox"/>	 <input type="checkbox"/>	
Have Car parking facilities been reserved? (please circle)	YES	NO	
If yes where:			

Please give details of the person responsible for making the arrangements:			
Name:			
Address:			
Tel. No.:		Contact No. During event:	
Email:			

Please provide details for speech and/or details of duty to be performed:			
Any other relevant information (eg names of other dignitaries attending)			

**Please return ASAP to:**

**Town Mayor's & Deputy Mayor's Secretariat  
 Council Offices  
 Maison Dieu House  
 Biggin Street  
 Dover  
 Kent CT16 1DW**

Telephone: (01304) 242625

E-mail: [mayoralty@dovertowncouncil.gov.uk](mailto:mayoralty@dovertowncouncil.gov.uk)