



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:	
Will it be acceptable for the Mayoress/Consort 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
Please state if there will be a seat for the Town Sergeant			
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) If yes where:	YES	NO	

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 (e.g. names of other dignitaries attending)	

Please return ASAP to:

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

**Telephone: (01304) 242625
 E-mail: mayoralty@dovertowncouncil.gov.uk**