Keswick Town Council

Mayoral Engagement Information Request Sheet

Please could you complete the details below in order for us to forward the details to Councillor Susan Leighton, Mayor of Keswick.

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Name of Organisation/Individual:	
Date of event/function:	
Title of event/function:	
Location of event/function:	
Contact name and telephone number should the Mayor wish to make further enquiries:	
Is the invitation for the Mayor only or the Mayor and Consort?	
Please state the dress code:	
Is this event/function formal or informal?	
Do you require the Mayor to wear the chain of office?	
Please state the time of arrival:	
Please state the finishing time:	
Will there be a formal welcome?	
Will the Mayor be required to make a speech?	
Have all parties involved been made aware that the Mayor will be in attendance?	
Any additional information required e.g. parking or directions.	

Please forward your reply to Keswick Town Council, 50 Main Street, Keswick, Cumbria, CA12 5JS or email office@keswicktowncouncil.gov.uk as soon as possible.

For Office Use only
Date response sent to Councillor Susan Leighton