



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

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

For Office Use only

Date response sent to Councillor Susan Leighton