



**MAYOR'S ENGAGEMENT FORM**

EVENT .....

PLACE .....

DATE .....

TIME AT WHICH MAYOR SHOULD ARRIVE .....

TIME AT WHICH MAYOR COULD LEAVE .....

IS IT DESIRED THAT THE MAYOR'S CONSORT SHOULD ATTEND? .....

WHO WILL RECEIVE THE MAYOR? .....

CONTACT DETAILS FOR ON THE DAY OF THE EVENT: .....

.....

DRESS (please indicate degree of formality) .....

CHAIN OF OFFICE TO BE WORN? .....

IS IT DESIRED THAT THE MAYOR SHOULD MAKE A SPEECH OR PERFORM ANY OTHER ACTIVE ROLE? PLEASE PROVIDE DETAILS BELOW.

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HAS THE PRESS BEEN INVITED? .....

**CONTACT DETAILS FOR MEMBER OF STAFF DEALING WITH INVITATION:**

NAME & POSITION .....

TELEPHONE NUMBER .....

EMAIL .....

ADDRESS .....

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Please return completed form to: The Mayor's Secretary  
Daventry Town Council  
3 New Street  
Daventry NN11 4BT