



Request for the Mayor to Speak/Attend your Event

Organization Information

SECTION 1

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Tel \_\_\_\_\_ Alternate \_\_\_\_\_

Email \_\_\_\_\_ Type of Organization \_\_\_\_\_

Website\* \_\_\_\_\_

\*If you do not have a website, please attach information describing your organization including its history, membership, goals, purpose, activities and contribution to the community.

Event Details

SECTION 2

Event Type \_\_\_\_\_ Event Title \_\_\_\_\_

Event Purpose \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

1. If the Mayor is unable to attend, would you like a Councillor to attend? Yes No

2. Is the Mayor/Councillor able to bring a spouse/guest? Yes No

3. How many people are expected to attend? \_\_\_\_\_

4. Where is parking available? \_\_\_\_\_

5. Where should the Mayor/Councillor enter? \_\_\_\_\_

6. Will someone be there to greet the Mayor/Councillor? Yes No

7. If yes to no. 7, who? \_\_\_\_\_ Position \_\_\_\_\_

8. What is the appropriate dress style? Formal Business Casual

9. Will there be media in attendance? Yes No

10. Is the Mayor/Councillor invited to attend as a guest only or as a speaker? \_\_\_\_\_

11. If you would like the Mayor/Councillor to speak, complete Section 3 (Speaking Requirements).

