**Request for Mayor’s Attendance at an Event**

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| **Event Title**  |  |
| **Purpose of Event** |  |
| **Date of Event** |  |
| **Time and Duration of Event** |  |
| **Location of Event** |  |
| **Role of Mayor at Event** |  |
| **Is the Mayor required to give a speech?****If yes, specify what should be covered in this speech and provide any relevant background information.** |  |
| **If applicable, provide an agenda for the event including the running order of speakers.** |  |
| **Where the purpose of the event is to recognise the achievements of individuals or groups provide the names of all recipients and the achievement being recognised.** | Names of Recipients | Achievements |
| **List the names of other attendees with job titles (if appropriate) and specify if any attendees are under the age of 18 years.** |  |
| **Contact name** |  |
| **Contact Telephone Number** |  |
| **Contact E-mail address** |  |

E-mail your Request to: mayor@derrystrabane.com

