**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](mailto:mayor@derrystrabane.com)

