



Gillingham Town Council
Town Hall, School Road, Gillingham, Dorset SP8 4QR
Telephone: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

The following information would be most helpful for the Mayor to receive prior to attending your event. Please return the completed form, together with information about your organisation, to the Town Council Office, using the contact details above.

Is your invitation for: The Mayor only or Mayor & Mayoress/Consort/Escort

FUNCTION DETAILS:

Title of Function _____

Date: _____

Venue address _____

Post Code _____

Time you wish Civic party to arrive: _____

Time event will conclude/Civic party to leave: _____

Name and official capacity of the person who will greet the Mayor _____

Please indicate which form of dress is appropriate to your function:

Chain of Office	<input type="checkbox"/>
Dinner Jacket/Long or short Evening Dress*	<input type="checkbox"/>
Dark Lounge Suit/Long or Short Dress*	<input type="checkbox"/>
Lounge Suit/Smart Casual*	<input type="checkbox"/>

**Please note that the Mayor & Mayoress/Consort/Escort will normally wear Chain(s) of Office when attending. Please be aware that authority to wear chains must be granted for events outside the boundaries of Gillingham.*

Do you wish the Mayor to speak:- Yes: No:

(If yes please give details of desired content on a separate sheet including names and details of other officer and dignitaries attending)

Please advise if the Mayor is expected to perform other duties (Prize Giving, Judging etc)

No Other duties: Other duties (details below):

Other Duties: _____

CONTACT DETAILS FOR FUNCTION:

Name/Title of Organisation: _____

Name/Title of Point of Contact: _____

Telephone Number: _____

Mobile Telephone Number: _____

E-mail Address: _____

Signed: (Name if via e-mail) _____

Date: _____

Thank you for your assistance. Please return to the office address above via post or via e-mail.