

## Town Mayor Engagement Enquiry Form

<b>Date of event / function:</b>	
<b>Name of or type of event / function:</b>	
<b>Organisation hosting event / function:</b>	
<b>Address of event / function:</b>	
<b>(please include Postcode and car-parking arrangements)</b>	
<b>Contact name:</b>	<b>Position in organisation:</b>
<b>Contact telephone number:</b>	<b>Contact email address:</b>
<b>Time to arrive:</b>	<b>Event / function start time:</b>
<b>Who will meet The Mayor on arrival?</b>	
<b>Names of other important guests who may be present, if any:</b>	
<b>Event / function finish time:</b>	<b>Length of time The Mayor is required to be present:</b>
<b>Objective of the event / function:</b>	
<b>What is The Mayor's purpose at the event/function?</b>	
<b>Is a speech required?</b>	
<b>Dress code:</b>	
<b>Is The Mayor's Consort invited?</b>	
<b>Please provide useful background information about this event / function and your organisation. (Please use overleaf or separate sheet if necessary)</b>	

**Once completed, please return to:**

Brackley Town Council, 20 High Street, Brackley, Northants, NN13 7DS  
Alternatively please email to: [town.clerk@brackleynorthants-tc.gov.uk](mailto:town.clerk@brackleynorthants-tc.gov.uk) and  
[cllr.tiller@brackleynorthants-tc.gov.uk](mailto:cllr.tiller@brackleynorthants-tc.gov.uk)