

# Witney Town Council



## Booking the Mayor 2017-18

The position of Mayor changes at the beginning of May each year and is currently **Cllr Chris Woodward**. Please see the Mayor's page on our website <http://www.witney-tc.gov.uk/council/the-mayor/> for further details

We'd like to ensure that both you and the Mayor get maximum benefit from his visit. Please help us by completing the following form

|   |  |
|---|--|
| Event   |  |
| Date  |  |
| Location  |  |
| Organisation  |  |
| Name of Host  |  |
| Start time of Event   |  |
| Time at which you would like the Mayor to arrive  |  |
| Estimated finish time   |  |
| Dress Code  |  |
| Is the Mayor required to wear his Chain of Office?  |  |
| Is the Mayor required to make a speech, present an award, cut a ribbon or similar role?<br>Please give details                                  |  |
| If a speech is required please indicate the length of speech, subject, any particular points you would like the Mayor to cover as bullet points |  |
| Contact name, number and email address  |  |