Witney Town Council

Booking the Mayor 2018-19

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

|  |  |
| --- | --- |
| 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? 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 |   |



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