

# Witney Town Council



## Booking the Mayor 2022-23

The position of Mayor changes at the beginning of May each year and is currently **Cllr Liz Duncan**. 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 her 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 her 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	