

THORNBURY
TOWN COUNCIL

MAYOR'S DIARY

Name of organisation
extending invitation:

Aims and objects of
organisation:

Name and address of
contact/liaison:

Tel. No:

Date of function:

Venue:

Type of function:
Please specify fully)

Required time of
arrival of Mayor:

Anticipated time
of departure:

Name of Person meeting the Mayor:

Is the invitation also extended to the Mayoress/Mayor's Consort

Dress expected:
(Please tick appropriate box)

Participation expected
(Please tick appropriate box)

Full Robes with chain

Speech

Evening Dress with chain

Propose toast

Day Dress with chain

Reply to toast

Informal

A few words

Other (please
specify overleaf)

Directions for parking Mayor's car:

Please use this space to give details of any duty or task which you wish the Mayor to undertake not specified overleaf and any background or other information which you think may be useful to the Mayor in preparing for the engagement:-

- I am happy for the details I have provided to be processed and stored for correspondence purposes and in line with General Data Protection Regulations. (The information you provide will not be shared with any third party.)

SIGNED: _____

DATE: _____

Please return to:

The Town Clerk
Thornbury Town Council
Town Hall
Old Police Station
High Street
THORNBURY
Bristol BS35 2AR