**REQUEST FORM FOR MAYOR’S ATTENDANCE AT AN EVENT.**

**Mayor of Crawley**

**Please complete the Request Form Below. You will be contacted to let you know if the Mayor is able to attend, please note that we require at least two weeks notice for the Mayor to attend an event.**

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| --- | --- |
| Description of function |  |
| Place where function is to take place  (please give full address) |  |
| Day - Date and Time of function |  |
| Approximate time of conclusion of function |  |
| Will the Mayor be asked to speak? |  |
| Is the Mayor to be asked to perform any other duty? If so, please give full details |  |
| Contact Details:  Organiser/Secretary’s Name:  Name of Organisation (if applicable):  Telephone No:  Email Address: |  |

PLEASE RETURN TO by email to [Hayley.thorne@crawley.gov.uk](mailto:Hayley.thorne@crawley.gov.uk)