**Inviting the Mayor to an Event**

**Mayor’s schedule is generally booked 4 weeks in advance.**

1 Event Information

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| ***Name of Event*** |  |
| ***Time Event Starts*** | \_\_\_\_\_\_am \_\_\_\_\_\_pm |
| ***Time Even Concludes*** | \_\_\_\_\_\_am \_\_\_\_\_\_pm |
| ***Date of Event*** |  |
| ***Location and Address of Event*** |  |
| ***Please provide us with a brief description of event and role of Mayor at event.*** | |
| ***If the Mayor is not available would you like the Deputy Mayor or another Councillor to attend on the Mayor’s behalf?*** | |
| ***Do you require Mayor to speak at your event, if so, please forward copy of speech by email to*** [***mayor@sdublincoco.ie***](mailto:mayor@sdublincoco.ie) ***4 days in advance of event.*** | |
| ***Name of person who will meet and escort Mayor during event*** | |
| ***Confirm that there will be a car parking space available near entrance door for Mayor.*** | |

2. Contact Information

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| --- | --- |
| ***Name of Organisation*** |  |
| ***Address of Organisation*** |  |
| ***Contact Name*** |  |
| ***Phone No*** |  |
| ***Mobile No.*** |  |
| ***E-Mail address*** |  |