

LEOMINSTER TOWN COUNCIL

ATTENDANCE OF THE MAYOR AT FUNCTIONS

Municipal Year 2017-2018

In order to assist your proceedings, you may find the following modes of address useful:

When addressing the Mayor personally: **“Mister Mayor”**

For introduction purposes:

“The Right Worshipful the Mayor of Leominster, Councillor Roger Pendleton”

When addressing the Mayor’s Consort:

For introduction purposes:

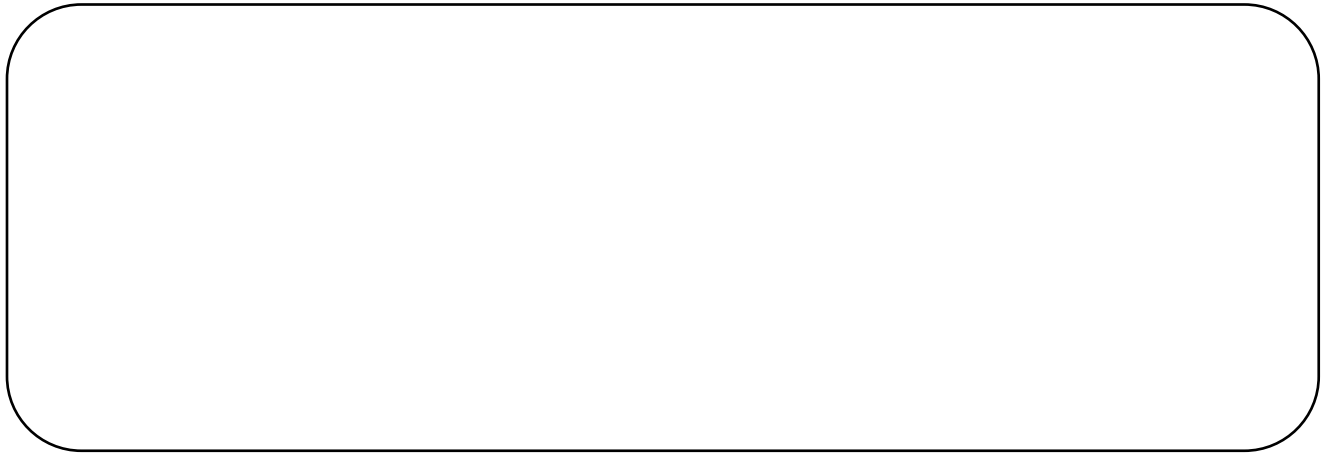
“The Mayor’s Consort, Councillor Angela Pendleton”

Name of Function	
Date	
Venue	
Car parking facilities	
Arrival time (& timetable of events if relevant)	
Refreshments	
Estimated time of departure	
Who will greet guests on arrival?	
Who will preside?	
Dress:	
Contact:	

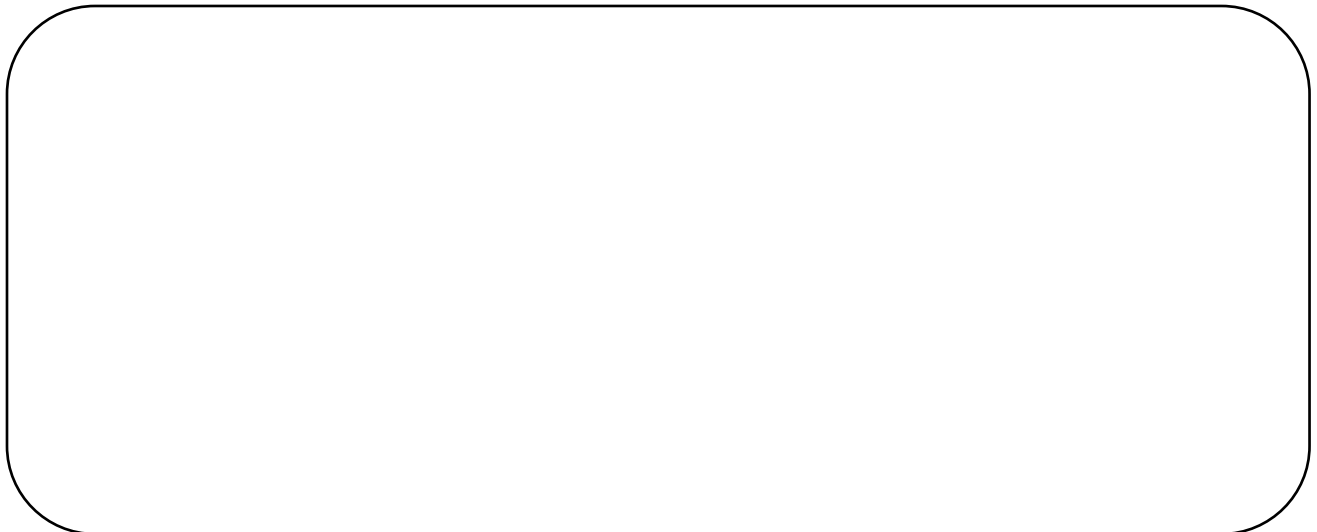
1. IS THE MAYOR REQUIRED TO MAKE A SPEECH?

YES/NO

If 'Yes', please provide brief background information to assist the Mayor in making a speech relevant to the occasion. A copy of any Toast List, Agenda or Programme should accompany this form.



2. PLEASE NOTE ANY OTHER REQUIREMENTS / ARRANGEMENTS (e.g. presentation of awards)



**Please return this form to:
The Town Clerk, Council Offices, 11 Corn Square, Leominster HR6 8YP
Telephone – 01568 611734**

admin@leominstertowncouncil.gov.uk

or

townclerk@leominstertowncouncil.gov.uk