

THE MAYOR OF SOLIHULL - BRIEFING FORM 2019-2020
Councillor Stuart Davis & Mrs Sarah Walker (daughter)

PLEASE COMPLETE AND RETURN THE FORM **AT LEAST TWO WEEKS BEFORE THE EVENT**

DAY

DATE

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NAME OF FUNCTION

--

ORGANISATION

--

TIME OF MAYOR'S ARRIVAL

TIME OF MAYOR'S DEPARTURE

--	--

VENUE ADDRESS and POSTCODE

--

CONTACT 'PHONE NO. ON THE DAY

PRECISE POINT OF ARRIVAL

--	--

NAME & POSITION OF PERSON TO GREET THE MAYOR

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PERSONS TO BE PRESENTED TO THE MAYOR

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NUMBER OF PERSONS AT FUNCTION (if children indicate numbers and ages)

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WILL REFRESHMENTS OR A MEAL BE OFFERED?

Mayor - No peppers, pork, fish or shellfish.

Mayoress - No fish or shellfish

Mayor and Consort	Meal Yes/No Refreshments Yes/No
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If evening meal, is there somewhere nearby the chauffeur can get food? Yes/No

PARKING FOR MAYORAL CAR

Please include any special instructions

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Continued

PLEASE SPECIFY DRESS CODE FOR CIVIC PARTY

Please X your choice

Please X your choice

MAYOR		MAYORESS	
a) BLACK JACKET and PINSTripES <i>(Usual Mayoral attire)</i>		a) DAY DRESS, SUIT etc <i>(Usual Mayoral attire)</i>	
b) DINNER JACKET AND BLACK TIE		b) HAT	
		c) LONG EVENING DRESS	
		d) SHORT EVENING/COCKTAIL DRESS	

PROGRAMME OF EVENT

(If the function is a dinner, luncheon, public meeting or similar event, a copy of the toast list or agenda, showing order of procedure should be attached or at least forwarded no later than the day before the event.)

IS THE MAYOR BEING ASKED:-

a) **To propose a toast?** YES or NO

If YES please give further details:

To respond to any toast? YES or NO

If YES please give further details:

b) **To speak on any particular subject?** YES or NO

If YES, please give details to which specific reference should be made and length of speech

PLEASE NOTE that unless the Mayor is responding to a toast, he should be the first speaker. **It will be assumed that the Mayor is not required to speak if no advance notice is given**

BACKGROUND NOTES: *Please give as much information as possible*

THIS FORM HAS BEEN COMPLETED BY:

Name	
Address	
Postcode	
Telephone No.	
Telephone No. (Eve)	
Mobile	
Email	

PLEASE COMPLETE AND RETURN THE FORM **AT LEAST TWO WEEKS BEFORE THE EVENT** TO:

THE MAYOR'S OFFICE
COUNCIL HOUSE
MANOR SQUARE
SOLIHULL B91 3QB

or Email mayor@solihull.gov.uk

If you have any enquiries please telephone 0121 704 6023. Thank you.

www.solihull.gov.uk  [@solihullmayor](https://twitter.com/solihullmayor)