

THE MAYOR OF SOLIHULL - BRIEFING FORM 2021-2022
Councillor Ken Meeson & Mrs Annette Meeson

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

**A RISK ASSESSMENT WHICH SHOWS THAT YOUR EVENT WILL BE COVID-19 COMPLIANT
MUST BE ALSO SENT WITH THIS FORM. Thank you.**

DAY	DATE

NAME OF FUNCTION

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ORGANISATION

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TIME OF MAYOR'S ARRIVAL	TIME OF MAYOR'S DEPARTURE

VENUE ADDRESS and POSTCODE

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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?
Mayoress – No fish

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

PARKING FOR MAYORAL CAR
Please advise where the car may be legally parked & 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) 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 4 days 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	

IN ORDER TO MAKE THE NECESSARY ARRANGEMENTS, 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 Twitter @solihullmayor