



Tavistock Town Council

Attendance of **Town Mayor** at **Non-Civic Function**

1. Name of Function

2. Place (full address please).

3. Day and Date

4. Time Town Mayor should arrive

5. State who will meet Town Mayor on arrival.

6. Please state whether car-parking facilities are available and, if so, location of the same.

7. If evening function, please state whether or not formal evening wear should be worn (i.e. dinner jacket/long dress).

8. If the Town Mayor is required to make a speech, please give *brief* details which could be of assistance in formulating the contents of such speech.

9. Name, address and telephone number of organiser.



E-mail:

A copy of any Toast List, Agenda or Programme should accompany this form. Please return this questionnaire to the Mayor's Secretary, Town Council Offices, Drake Road, Tavistock, PL19 0AU in the FREEPOST envelope provided *not less than 10 days before the date of the function.*