



Tavistock Town Council

Attendance request for the Mayor of Tavistock

Please complete all sections of the below Form .

Organisation	
Organiser's Name	
Contact Address (including Postcode)	
Contact Telephone Numbers	
Contact Email	
Event Title	
Day & Date of Event	
Time Mayor should arrive	
Venue Location (please include full address And postcode)	
Mayoress/Consort Invited?	
Mayoral Chain – required to be worn?	
If a Speech is required? (Please give brief details which could be of assistance)	
Who will meet the Mayor?	
Are Car parking facilities available? (and if so where)	
Will refreshments be provided? (please specify)	
If an evening function, please state whether a suit or a dinner jacket should be worn.	

A copy of any Toast List, Agenda or Programme should accompany this form.

Please email your completed form to office@tavistock.gov.uk

OR

Please return this request form to the below address **at the earliest opportunity before the date of the function.**

Administrative & Democratic Support Officer
Town Council Offices
Drake Road
Tavistock
PL19 0AU