



Invitation to the Mayor of Chesterfield Borough Council

Invitation to	Mayor and Mayoress
Date	
Event	
Venue, full address and post code	
Time Event Starts	
Expected time of arrival for the Mayoral Party	
Approximate length of the function?	
Mayoral transport arrangements Time and from Where	
Your driver is:	
Who will greet the mayoral party? Name of the person and position e.g. President, Secretary etc	
Will the Mayor be asked to give a: <ul style="list-style-type: none">- Speech- Vote of Thanks- Present Awards- Announce Event Open- Formal speech - please provide details of content- Other - please give full details and provide any useful background information.	
Who else will be making a speech and in what order? e.g. before/after the Mayor.	
Names of other VIP's or main guests attending, please give details. Likely number of attendees?	
Gentleman's Dress Code e.g. Suit/Black Tie	
Ladies Dress Code: Day Dress/Suit/Evening Dress	
Mayoral Chain to be worn?	
Are refreshments being offered, please indicate what this is and what time.	
Will refreshments be made available to the Civic Attendant?	
Reserved Parking for Civic Car? - Details	
Name of the organisation running the function	
Name of Organiser	
Telephone no of Organiser (please provide day and mobile numbers)	
Email	