

SKIPTON TOWN COUNCIL

Information required in connection with functions to be attended by the Mayor of Skipton Town Council

Please answer as appropriate to the occasion.

1. Name of the event?
2. Venue address including postcode?
3. Date and time of the event?
4. Who will greet the Mayor on arrival?
5. Who is the invitation for –
 - (a) The Mayor and Consort
 - (b) Other Members of the Town Council
6. Dress –
 - (a) Casual attire
 - (b) Formal attire
 - (c) Black tie
 - (d) Mayoral robes
 - (e) Chains of office
7. Will the Mayor be required to make a speech? If so please outline the nature and subject of the speech and approximately how long the speech needs to be:
8. Is parking available? If so, where?
9. Are any other notable guests attending e.g. Chairman of North Yorkshire Council?
10. Contact name and telephone number for event organiser:
11. Any other information which you think may be useful e.g. details of your organisation: