



# Bracknell Town Council

## Bracknell Town Mayor Engagement Request Form

Please use this form if you would like the Town Mayor to attend an event you are organising.

Please note: This is a request form for the Town Mayor to attend your event and not a booking form.

You will be notified within ten working days whether the Town Mayor is able to attend.

**Essential reading:** to ensure that your event goes well please read the [guidance notes](#) on how to receive the Town Mayor at an engagement.

### Your details

Items marked (\*) must be completed

Organisation/company name*	
Title*	
First Name*	
Last Name*	
Phone number*	
Out of hours contact number*	
E-mail	
House number	
Flat number	
Street name*	
Locality	
Town*	
County*	
Postcode	

### Event details

#### Data protection statement

The information you have provided will be used for the purpose of this service only. If the information on this form relates to an organisation which is providing a service on behalf of Bracknell Town Council it may be shared with that organisation in order to deal with your enquiry or complaint. Otherwise we will not disclose any information about you to outside organisations or third parties without your consent, unless there is a legal requirement to do so.

Event name*	
Date of event*	
Event Start Time*	
Event Finish Time*	
Venue name*	
House number*	
Street*	
Locality*	
Town*	
County*	
Postcode*	

**Items marked (\*) must be completed**

Will a parking space be reserved for the Town Mayor? \*    Yes / No

If yes, where will it be?

Time you need the Town Mayor to arrive at\*

\_\_\_\_\_

Time you need the Town Mayor to leave at\*:

\_\_\_\_\_

Who will meet the Town Mayor on arrival and escort them thereafter? \*

Who will be in charge of the event on the day? \*

Will a particular style of dress be required? \*

Names and titles of other invited guests and dignitaries attending the event, if applicable:

Please provide further relevant background information about the event\*

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Will you be arranging any of the following?

Tea    Coffee            Lunch            Afternoon Tea            Dinner

What would you like the Town Mayor to do?

- Cut the ribbon for your official opening
  - Draw raffle tickets
  - Give a speech
  - Judge a competition
  - Present certificates/prizes
  - Unveil a plaque
  - Propose / respond to a toast
  - Other (please specify) \_\_\_\_\_
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If you would like the Town Mayor to give a speech, please detail any key information you would like them to address and note anyone you would like them to mention and why

Will there be an opportunity for the Town Mayor to meet / chat to other members of your organisation?

Yes / No

Have you arranged any publicity for your event such as booking the press to take photographs? \*

Yes / No

If yes, what time have you arranged this for? \_\_\_\_\_

If the Town Mayor cannot attend, are you happy for the Deputy Mayor or Past Mayor to attend?

Yes / No

Will you permit the Town Mayor/Deputy Mayor to take photographs and use them on BTC social media?

Yes / No

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Office Use

Mayor Accepted engagement Yes / No

Deputy Mayor Accepted Yes / No

Past Mayor Accepted Yes / No

Have Ward Councillors been informed Mayor/Deputy attending an event in their Ward

Yes / No

Signed BTC Employee .....

Date .....

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