Lowestoft Town Council

Mayor's Engagement Form

If you would like to invite the Town Mayor to an event, please complete the form below and return it to [admin@lowestofttowncouncil.gov.uk](mailto:admin@lowestofttowncouncil.gov.uk). If you have any queries, please contact us via email or by phoning us on 0330 053 6019.

The Town Mayor has many commitments and it is important that you do not advertise their presence until you have received formal confirmation that they can attend.

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| **Date of event** |  |
| **Title of event** |  |
| **Purpose of event**  Promote local economy, fundraising, social etc |  |
| **Venue including postcode** |  |
| **Name of organisation** |  |
| **Contact name** |  |
| **Contact email** |  |
| **Contact telephone no.** |  |
| **Event start time** |  |
| **Event finish time** |  |
| **Requested arrival time** |  |
| **Is there reserved parking for the Mayor if driving?** |  |
| **Are refreshments provided?** Please describe |  |
| **Dress code?** Please specify, smart casual, black tie etc. |  |
| **Chain and/or robes requested?** The Mayor will wear the chain on request and will consider robes on a case-by-case basis |  |
| **Name of person to receive the Mayor** |  |
| **Is a guest of the Mayor invited?** |  |
| **What duties are requested?** Please specify, attendance only, speech (provide detail below), presentation of award etc |  |
| **If speech requested, please provide supporting information about your organisation, any requested theme of the speech and any context** |  |
| **Have the Press been invited to the event?** |  |
| **Any other relevant information** |  |