Request for Council Attendance at an Event/project

Requests for Mayor or Councillors to attend event/project AND/OR make speech. Please ensure request is submitted 6 weeks prior to the date of the event (if event is less than 6 weeks this will be considered and reviewed on a case by case basis).

**Event name:**

**Speech required:** Yes / No

**Address of Event:**

**Date of Event:**

**Arrival time:**

**Start time:**

**Finish time:**

**Start time for speech/opening:**

**Length of speech:** 2 Minutes / 5 Minutes

**Purpose and description of Event:**

E.g general public/residents, social club or community group, local business, volunteers, students, media etc.

**Who is the Audience for the Event:**

Eg. general public, cultural group, local business, government

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