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| ST. JOHN'S | Request for Mayor to Speak/Attend | Office of the City Clerk |
| Request for the Mayor to Speak/Attend your Event | | |

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| Organization Information | SECTION 1 |
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Name of Organization _____

Contact Person _____ Position _____

Tel _____ Alternate _____

Email _____ Type of Organization _____

Website* _____

*If you do not have a website, please attach information describing your organization including its history, membership, goals, purpose, activities and contribution to the community.

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| Event Details | SECTION 2 |
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Event Type _____ Event Title _____

Event Purpose _____

Date _____ Time _____ Location _____

1. If the Mayor is unable to attend, would you like a Councillor to attend? Yes No
2. Is the Mayor/Councillor able to bring a spouse/guest? Yes No
3. How many people are expected to attend? _____
4. Where is parking available? _____
5. Where should the Mayor/Councillor enter? _____
6. Will someone be there to greet the Mayor/Councillor? Yes No
7. If yes to no. 6, who? _____ Position _____
8. What is the appropriate dress style? Formal Business Casual
9. Will there be media in attendance? Yes No
10. Is the Mayor/Councillor invited to attend as a guest only or as a speaker? _____
11. If you would like the Mayor/Councillor to speak, complete Section 3 (Speaking Requirements).

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| Speaking Requirements | SECTION 3 |
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Master of Ceremonies _____

Other speakers (please name) _____

How long would you like the Mayor/Councillor to speak? _____ minutes

Will there be a question and answer period? Yes No

Will there be media interviews? Yes No

What would you like the Mayor/Councillor to say? Are there specific accomplishments you want mentioned?

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| For Your Information | SECTION 4 |
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Requests must be submitted **at least three weeks** prior to the event to ensure greater success in having the Mayor or a member of Council speak.

The Mayor and members of Council are always pleased to attend events in their community and will make every effort to attend your event.

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| Privacy Notice | SECTION 5 |
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Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to determine the ability of a member of Council to attend an event on behalf of the City of St. John's. Questions about the collection and use of the information may be directed to the Office of the Mayor at mayor@stjohns.ca.

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| Please send to: | Office of the Mayor P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2 | For further information: Phone: (709) 576-8207 Email: mayor@stjohns.ca |
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