

	OCC - Request for Mayor to Speak/Attend	Office of the City Clerk
	Request for the Mayor to Speak/Attend your Event	

Organization Information
SECTION 1

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.

Event Details
SECTION 2

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).

12. RSVP due by: _____

