Request for Mayor to Speak/Attend

Office of the City Clerk

ST. J@HN'S

Request for the Mayor to Speak/Attend your Event

Organization Informatior	1			SECTION 1			
Name of Organization							
Contact Person							
elAlternate							
EmailType 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				_			
		Location					
If the Mayor is unable to attend, would you like a Councillor to attend? Yes No							
2. Is the Mayor/Council	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 the	re to greet the Mayor/Co	ouncillor?	Yes	No			
7. If yes to no. 6, who?		Position					
8. What is the appropri	ate dress style?	Formal	Business	Casual			
9. Will there be media i	n 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).							



Request for Mayor to Sp	Office of the City Clerk			
Speaking Requirements				SECTION 3
Master of Ceremonies				
Other speakers (please na				
How long would you like the Mayor/Councillor to speak?			No	Timilatoo
Will there be media interv	·	Yes	No	
				manliah manta yay want
What would you like the M mentioned?	hayon/Councillor to say?	Are there spec	acco	implishments you want
mentioned:				
For Your Information				SECTION 4
	4			
Requests must be submit having the Mayor or a me		s prior to the ev	veni io e	nsure greater success in
9	•	eased to attend	d events	in their community and will
make every effort to atten				•
Privacy Notice				SECTION 5
Collection of personal info	ormation via this form is a	authorized und	er the Ac	ccess to Information and
				a member of Council to attend
an event on behalf of the may be directed to the Off				n and use of the information
Thay be directed to the On	nice of the mayor at <u>may</u>	<u>01 @ 31J011113.00</u> .		
Please send to:	Office of the Mayor		For f	urther information:
r ioaso seria to.	P.O. Box 908, 10 New	Gower Street		ne: (709) 576-8207
	St. John's, NL A1C 5M			il: mayor@stjohns.ca

