

	Request for Mayor to Speak/Attend	Office of the City Clerk
	<b>Request for the Mayor to Speak/Attend your Event</b>	

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).

