



Thornbury Town Council
The Town Hall
35 High Street, Thornbury, Bristol, BS35 2AR

Email: info@thornburytowncouncil.gov.uk
Telephone: 01454 412103

Mayor's Attendance – Event Information Form

We want your event to be as successful as possible so please complete the form below, with as much details as possible, and return it to info@thornburytowncouncil.gov.uk. We aim to confirm the Mayor's attendance at your event within 5 working days of receipt of the invitation. If you haven't heard from us within this time, please get in touch.

If the Mayor cannot attend your event, the invite is sent to the Deputy Mayor, unless you say otherwise.

The Mayor will normally wear the civic chain; full regalia is reserved for civic events.

Organisation Details		
Organisation's Name		
Brief Summary of Aims and Objectives or Organisation		
Contact Name		
Address		
Telephone		
Email		
Event Details		
Date of Event		
Start & Finish Time for Mayor	Start: _____	Finish: _____
Venue		
Parking Details (if appropriate)		
Event Summary and Purpose		

Mayor's Participation	
Mayor's Role eg welcome, speech, prizegiving	
Who will meet the Mayor on arrival?	
Is the Mayor's consort invited?	
Additional information to help the Mayor prepare.	
<i>(The Mayor will always be happy to meet and talk to participants.)</i>	

Photography

- I understand that Thornbury Town Council is proud to celebrate the local community by sharing photos of the Mayor attending local events on social media and webpages, and I agree to forward any photos taken with the Mayor within one week of the event to info@thornburytowncouncil.gov.uk.
- I am happy for the details I have provided to be processed and stored for correspondence purposes in line with General Data Protection Regulations. (The information you provide will not be shared with any third party.)

Signed:	
Date:	

Please return this completed form to Thornbury Town Council either by email to info@thornburytowncouncil.gov.uk or by hand to Thornbury Town Council, 35 High Street, Thornbury, Bristol, BS35 2AR.

To speak to someone about this invitation, please call the office on 01454 412103.