

# REQUEST FOR MAYOR TO ATTEND EVENT



All requests must be made a week before the event, and are subject to availability of the Mayor or designate

<b>Contact name and phone number:</b>
<b>Name of event:</b>
<b>Event date:</b>
<b>Event time:</b>
<b>Event location (civic address):</b>
<b>I would like the Mayor to:</b>  <input type="checkbox"/> Attend the event <input type="checkbox"/> Speak at the event <input type="checkbox"/> Other _____
<b>Is the invitation for the Mayor only, or the Mayor plus other council member, or mayor's spouse and children?</b>
<b>If speaking, how long is the Mayor allotted to speak in the agenda: _____</b> <b>Please include a copy of the agenda for the event, or speaking order/who else is speaking.</b>  <b>Will the Mayor be doing anything aside from speaking (ie; cutting a ribbon, presenting an award/cheque, making a toast, etc.)? Yes or No If so, describe what the Mayor will do:</b>
<b>Event summary (purpose, history, expected attendance, who will be in the audience, etc.):</b>
<b>Hosting organization summary (history, goals, values, etc.):</b>

**Key points you would like the Mayor to make in the speech/greeting:**

**Should the Mayor thank, welcome, or congratulate any individuals by name? Please identify:**

**Will you require a certificate to be presented from the Municipality?      Yes                      No**

Please submit this form to:  
**Angela Green, Municipal Clerk**  
[clerk@regionofqueens.com](mailto:clerk@regionofqueens.com)