

**SANDBACH TOWN COUNCIL CIVIC ENGAGEMENT - Information Sheet**

**Please complete where applicable**

- 1. Name of Function: .....
- 2. Place (full address): .....  
.....
- 3. Day ..... Date ..... Time .....
- 4. Please indicate with ✓ whether the following are to be worn: -  
Formal Evening (black tie)  Ladies Hat   
Informal Evening  Informal Daytime   
Formal Daytime (suit)  Chain of office
- 5. State if it is desired that the Mayor's Consort should attend Yes  No
- 6. Please supply details, including any office held, as to:-  
Who will preside: -.....  
Names of other principal guests: -.....  
.....
- 7. Time the Mayor should arrive: -.....
- 8. Name of person to greet the Mayor on arrival: -.....
- 9. If the Mayor is to be asked to speak please state in what capacity, e.g. proposing toast; responding to toast; or on behalf of guests/speaker. (Please state if speech is to be on a particular subject).  
.....
- 10. Please state any further special duties, e.g. making awards, which the Mayor will be required to perform.....
- 11. What facilities are available for parking?  
.....
- 12. Details of Organisation etc. promoting function:  
Name of Organisation: -.....  
Nature of local activities: -.....  
When was the local branch formed? .....
- 13. Person responsible for the arrangements:  
Name: -.....  
Address: -.....  
Telephone No: -..... e-mail: -.....  
Signed: -..... Date: -.....  
Any other information that you think would be of interest to the Mayor would be welcome: -  
.....  
.....  
.....

**Please return completed forms to [info@sandbach.gov.uk](mailto:info@sandbach.gov.uk)**

 **01270 600813**