

Cockermouth Town Council

It would be of great assistance to the Mayor of Cockermouth, Councillor Andrew Semple, if the following information could be given. Please complete all items:

- 1 Name of Function
- 2 Venue
- 3 Day and Date
- 4 Time
- 5 Time Mayor & Mayoress should arrive?
- 6 Who would preside?
- 7 Who would receive the Mayor & Mayoress upon arrival?
.....
- 8 Who would attend to the Mayor & Mayoress during the function?
.....
- 9 The Mayor intends to wear the chain of office unless specifically requested not to do so.
 - (a) Is there a specific reason why the Mayor should not wear the chain of office?
.....
 - (b) Who else attending the function would be wearing a chain or insignia of office?
.....
.....
- 10 Is it desired that the Mayor should:
 - (a) Propose or respond to any Toast?
 - (b) Speak on any subject at the function?
 - (b) Partake in any Buffet/Refreshments before or after the function (please specify)
.....

Please provide the following information to the Town Clerk (at least seven days before the engagement) if you have answered Yes to questions 10 (a) or 10 (b).

- (i) The name of the Toast, or the subject upon which the Mayor would speak
- (ii) Background information about, for example, current achievements
- (iii) Toast list, or any other speakers and their subjects
- (iv) Any other information which could be of interest and assistance

11 Dress (*Informal/Lounge Suit/Evening Dress).....

12 Please state the nature of any refreshments which will be provided.
.....

13 Approximate time at which it is anticipated the proceedings would end:
.....

14 Please advise if there will be a parking space available/reserved at the venue/function and
If so where?
.....

15. If the Mayor is unavailable due to a prior engagement, the Deputy Mayor may be available
Instead. Is this acceptable?
.....

Please provide a map/directions to the venue where possible.

Name

Address

Telephone

Date

PLEASE RETURN TO:

Kirstie Goodger / Amy Pattinson
Town Hall
Market Place
Cockermouth
Cumbria
CA13 9NP
Telephone: 01900 821869
Fax: 01900 827166
Email: admin@cockermouth.org (Kirstie)
assistant@cockermouth.org (Amy)