

## Cockermouth Town Council

**It would be of great assistance to the Mayor of Cockermouth, Councillor Julie Laidlow, 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 Jeffrey**  
**Town Hall**  
**Market Place**  
**Cockermouth**  
**Cumbria**  
**CA13 9NP**  
**Telephone: 01900 821869**  
**Fax: 01900 827166**  
**Email: [admin@cockermouth.org](mailto:admin@cockermouth.org) (Kirstie)**  
**[assistant@cockermouth.org](mailto:assistant@cockermouth.org) (Amy)**