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|  | **Office of the Mayor** |

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| **Name of Organisation** |  |
| **Details of Organisation**  (incl President/ Chair of the organisation and committee members) |  |
| **Type of event being held** |  |
| **Date and Time of Event** |  |
| **Details of the Event (please include information here about the event)** |  |
| **Mayor’s Arrival Time** |  |
| **Length of Time Mayor will be at event** |  |
| **Location of event** |  |
| **Name of person greeting the Mayor** |  |
| **Contact Telephone No** |  |
| **Number of people attending event** |  |
| **Speech Required (Important: The Mayor always speaks first at events and must be introduced before speech)** | **Yes o No o** |
| **If there is a speech required please give relevant information/ names of people you would like the Mayor to mention in the speech** |  |
| **If there is no speech required, what is the Mayor’s function/ role at event** |  |
| **Is parking provided** | **Yes o No o** |
| **Dress Required** | **Black Tie o Formal o Informal o** |
| **Has the media been notified** | **Yes o No o** |

Please return completed form to Office of the Mayor, Limerick City and County Council, Merchant’s Quay Limerick V94 EH90 | 061 557334 | mayor@limerick.ie