



TORRES SHIRE COUNCIL

To lead, provide & facilitate

OFFICE OF THE MAYOR Request for Mayor at an Event

If you would like to invite the Mayor of Torres Shire Council, Vonda Malone, to participate in your event, please complete form below and return it to:

Email: admin@torres.qld.gov.au

Mail: Torres Shire Council, PO Box 171, Thursday Island QLD 4875

We will then review the Mayor's schedule and advise of her availability or otherwise within 5 days.

PLEASE NOTE THAT WE REQUIRE A COPY OF THE EVENT'S RUN SHEET AT LEAST 2 DAY'S PRIOR.

Event Day and Date:	
Host Organisation:	
Event Title:	
Event Purpose:	
Mayor's Role:	
Time of the event/ Mayor attending:	
Venue/ Venue Address:	
Is the Mayor to address the function?	
Topic required: <i>Please provide a concise note as to what is required (dot points are acceptable):</i>	
If there are other speakers, please advise who?	
Please advise their topics or provide a program:	
Who else is attending: <i>Audience profile</i>	
Contact Name:	

Phone:	
Mobile:	
Email:	
Contact person on the day of the event and mobile if different from above:	
The Mayor should arrive at (time):	
The Mayor is scheduled to speak at (time):	
Who should be acknowledged at the start of the Mayor's speech: <i>Please provide a revised acknowledgement list one you have received your RSVPs</i>	
Dress Code:	
Research / Background: <i>Please provide information/ research to assist with the speech (ie website, information flyers, etc)</i>	
Date of Request:	

OFFICE USE ONLY

Date Request received:	
Acknowledgement sent:	
Date lodged with Mayor	
Date sent back to applicant	

Mayor's approval:

YES

NO