

Legal and Corporate Services
Attendance at Functions by the Mayor and Mayoress

To: The Civic Officer and Mayor's Secretary
Gateshead Council, Civic Centre
Gateshead NE8 1HH
e-mail: jostewart@gateshead.gov.uk

Name of organisation _____

Nature of function _____

Date of function _____

Address of function _____

Time of function _____

Time of arrival for civic guest _____

Time function is likely to end _____

To which civic guest is the
Invitation extended? _____

Are the Chains of Office req'd _____

Type of Dress to be worn (Please delete as appropriate)	Male	Dinner Jacket	Lounge Suit
	Female	Long Dress	Short dress

Name of President or Chairman _____

Name of officer receiving civic
guests upon arrival _____

Name of principal guests _____

Please state the duty if any for the civic guest(s):

If you wish the civic guest to speak at your event you must send a draft speech at least 7 days before the event otherwise the civic guest is not guaranteed to speak.

Please enclose as much information as possible about the objects and history of the organisation and of the particular function.

Name _____ Official Designation _____

Address _____

Telephone No (to be used on the day of function) _____

Email _____ Date _____