



EVENT INVITATION FORM

CONTACT INFORMATION

First Name: _____ Last Name: _____

Organization Name: _____

Phone Number: _____ Email: _____

EVENT DETAILS

Name of Event: _____

Purpose of Event: _____

Date of Event: _____ Start time: _____ End time: _____

Event Location: _____

*Please note that a minimum of three weeks' notice before the event date must be given in order to determine the Mayor's availability.

GREETINGS

Would you like the Mayor to speak at your event? Yes No

If so, what time during the event will the Mayor be scheduled to speak? _____

What would you like him to speak about? _____

Contact for the event (if different than above): _____

If the Mayor is unavailable, would you like the Acting Mayor to attend? Yes No

Personal information on this request form is collected under the authority of S.10(1) of the *Municipal Act*, and will be used by the Office of the Mayor to respond to or process your service request.

Questions regarding this collection should be forwarded to the Chief of Staff, Robin Matthews-Osmond at 519-759-4150 ext. 5641 or mailed to the Office of the Mayor P.O. Box 818 Brantford, Ontario N3T 5R7