

## **SKIPTON TOWN COUNCIL**

### **Information required in connection with functions to be attended by the Mayor of Skipton Town Council**

1. Name and nature of function:
2. Address of the location of the function:
3. Date and start time of function:
4. Time the Mayor should arrive (e.g. 5 minutes before commencement):
5. Time of conclusion:
6. Is the invitation for – (a) The Mayor only (please note the Mayor cannot wear chains in this instance)  
(b) The Mayor and Consort  
(c) All Council Members
7. Dress – (a) Lounge Dress  
(b) Evening Dress  
(c) Mayoral robes  
(d) Chains of Office
8. Who will receive the Mayor on arrival and what is their position?
9. Are parking facilities available/provided and is so where?
10. Will tickets be required and will they have to be purchased?
11. Will there be any refreshments provided?
12. If it is requested that the Mayor should speak please outline the nature and subject of the speech and approximately how long the speech needs to be:
13. Other Civic dignitaries invited:
14. Contact telephone which we can contact you on the day in case of emergency:
15. Any other information which you think may be useful: