

REQUEST FOR ATTENDANCE BY MAYOR GARY KIRCHER

Organisation:	
Title of Event:	
Date: Time: <i>(Time details for arrive/depart/speak/present – an event run-sheet is helpful if available)</i>	
Venue details:	
Brief Summary of Event:	
Who will meet the Mayor upon arrival?	
What is the Mayor’s role at the event?	
Is the invitation extended to the Mayoress Kerry Kircher also? If so, does she have a role at the event?	
Special requests for event eg Chains, Blacktie event etc	
If the Mayor is unavailable, would you like the Deputy Mayor or a Councillor to attend if they are available?	
Is the Mayor required to make a speech?	
Purpose of the Speech <i>(Welcome, Keynote Address, Award Ceremony)</i>	
Length of Speech	
Who should the Mayor acknowledge by name?	
Event Information	
Expected attendance number	
Contact Information	
Contact Person’s Name: Phone: Email: Mobile 1: Mobile 2:* <i>* Contact person at the event, if different from Mobile 1 (in case of delay)</i>	

Please complete all fields and return to
 Leanne Kingan, Waitaki District Council, Private Bag 50058, Oamaru 9444 or
 by email to lkingan@waitaki.govt.nz.