

TOWN COUNCIL

Telephone 01706 548135
Fax 01706 548136
E-mail clerk@todmordencouncil.org.uk
Website www.todmordencouncil.org.uk



OF TODMORDEN

TODMORDEN COMMUNITY COLLEGE
BURNLEY ROAD
TODMORDEN
OL14 7BX

*Mrs C EMBERSON
Town Clerk*

INVITATION TO THE TOWN MAYOR

NAME OF ORGANISATION.....

SECRETARY/CONTACT..... Address.....

TELEPHONE NO. Home Work.....

FUNCTION

DATE & PLACE

PROPOSED TIME OF ARRIVAL

BY WHOM WILL THE MAYOR & MAYORESS/MAYOR'S CONSORT BE RECEIVED AND WHERE
(they should be met immediately on arrival and escorted to their proper places)

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PROPOSED TIME OF DEPARTURE

NAME OF CHAIRPERSON

IS THE MAYORESS/MAYOR'S CONSORT REQUIRED TO ATTEND?

IS THE MAYOR REQUIRED TO SPEAK?

IF SO, HOW LONG WOULD BE SUITABLE?

SHOULD ANY PARTICULAR MATTER/PERSON BE MENTIONED?

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ARE THERE TO BE ANY OTHER GUESTS OF HONOUR, IF SO PLEASE GIVE NAMES AND BRIEF DETAILS

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IS THE MAYORESS/MAYOR'S CONSORT REQUIRED TO SPEAK?.....

IS DRESS FORMAL OR INFORMAL?.....

WILL ANY FORM OF REFRESHMENT BE PROVIDED?

IF THE MAYOR IS UNABLE TO ATTEND, WOULD YOU LIKE THE DEPUTY MAYOR TO ATTEND YOUR EVENT, IF AVAILABLE?

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Please complete this form and return as soon as possible to Mrs C Emberson, The Clerk, Todmorden Town Council, at the address given above.