



Invite the Mayor, Deputy Mayor or Council to an Event

The Mayor, Deputy Mayor and members of Council regularly attend events, official openings, ribbon cutting ceremonies, speaking engagements and photo opportunities. The Office of the Mayor will require seven (7) working days to process and respond to your request.

CONTACT INFORMATION:

Name: _____

Phone Number: _____ Email Address: _____

Business / Organization: _____

Location: _____

EVENT OVERVIEW:

Name of Event: _____

Approximate Number of People Expected to Attend: _____

Date: _____

Start Time: _____ End Time: _____

Arrival Time of the Mayor: _____

Short Description of Event: _____

Event Location: _____

Address: _____

Request for Mayor to Speak: Yes _____ No _____

Please describe (bring greetings, speech, other): _____

Media attending? Yes _____ No _____ Which Media: _____

Where can we find more information out about your event?

(SocialMedia/Website): _____

Formal Invitation: Yes _____ No _____ (If yes, please attach)

Any other details the Mayor should be aware of? (i.e. parking, dress code, etc)

Who should Mayor meet upon arrival? _____ Phone: _____

Would you like this invitation extended to the Deputy Mayor and Council Members: Yes _____ No _____

(If yes, a calendar invitation will be sent with provided details of event)

Additional Information: _____

Please return completed form including all additional information to officeofthemayor@collingwood.ca or by fax to (705) 445-2448. Please allow Seven (7) working days to process and respond to your request.