



EVENT DETAILS

Name of event:	
Date & time of event:	
Approximate time event will end:	
Venue: Venue: (including full postal address & postcode)	
Do you wish the Chairman's Consort to attend the event:	Yes / No
Will Refreshments be provided:	Yes / No
Will there be a photographer present:	Yes / No

ARRIVAL DETAILS

Time you wish the Chairman to arrive:	
Name of person who will meet/greet the Chairman upon arrival:	
Please provide details of parking facilities for the County Car:	

DRESS CODE

Dinner Jacket <input type="checkbox"/>	Long Dress <input type="checkbox"/>	Informal <input type="checkbox"/>
Lounge Suit <input type="checkbox"/>	Cocktail Dress <input type="checkbox"/>	Day Dress <input type="checkbox"/>

SPEECHES

<p>Will the Chairman be required to make a speech?</p> <p>If Yes, do you require the Chairman to:</p>	<p>Yes / No</p> <p>Open the Evening <input type="checkbox"/></p> <p>Propose or respond to any Toast <input type="checkbox"/></p> <p>Speak on a subject <input type="checkbox"/></p> <p>Say a few words of Welcome <input type="checkbox"/></p> <p>In the case of any of the above, please attach brief background notes, length of speech required, together with any particular points you wish the Chairman to raise.</p>
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<p>Any other information you feel may assist the Chairman:</p>	
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YOUR CONTACT DETAILS

Your Name:	
Contact Number:	
Email Address:	

Please be advised that this is a request form only and submission of this form does not guarantee the Chairman will visit the event.

Thank you for completing this form, a member of the Civic & Member Services team will be in touch soon.

**Chairman's Assistant,
Civic & Member Services,
Flintshire County Council,
County Hall,
Mold,
Flintshire, CH7 6NB.**

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