

Name of event _____

Date of event _____ Time the Mayor is needed _____

Start time of event _____ End time of event _____

Address of event _____

Room _____ Number of attendees _____

Media expected? Yes _____ No _____ Dress code _____

Ticket required? Yes No Reservation required? Yes No Guest invited? Yes No

Event description

Event key contact person _____ Phone _____

Email _____ Cell _____

Who will meet the Mayor? _____ Cell _____

Where will the Mayor be met? _____

Role of the Mayor _____

Will the Mayor be requested to speak? Yes No (Please provide program if possible)

Names and titles of other speakers and notable guests (Provide list if necessary)

Topic of speech or key points

Time allowed for Mayor's speech _____ Time Mayor will be introduced _____

Who will introduce the Mayor? _____

Office of the Mayor Event – Checklist

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Name of organization _____

Address _____

Website _____

RSVP date _____

If the Mayor is unable to attend would you like a Council designate? Yes No

Have you invited the rest of Council to attend your event? Yes No

If not, would you like us to pass along your invitation? Yes No

Would you like a biography to assist in introducing the Mayor? Yes No

Parking instructions _____

Additional Comments

For Office Use Only

Tickets Purchased? Yes N/A If Yes Invoiced Visa PV JV N/A

RSVP Completed _____

Reservation Details _____

Table No. & Name of other guest at the table _____

SA/DP Requested? Yes No Biography Sent? Yes _____ N/A

Other Elected Officials Attending: VB DA BB CH PS LD BR FBQ

Collection and use of personal information Personal information is being collected under the authority of s. 33 (c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of managing the Mayor's attendance at events. If you have questions about the collection, use or disclosure of your personal information, contact the Scheduling Assistant to the Mayor, Strathcona County at 780-400-2086.