Mayor & Elected Member Attendance Event and Speech Form

Attendance of the Mayor or Elected Members will not be confirmed without completion and return of this form

EVENT TITLE			
EVENT LOCATION			
EVENT DATE		**EVENT TIME:**	
EVENT DURATION (TIME)	**FROM:**		**TO:**
ORGANISER CONTACT			

Please attach the following if available: ☐ Event flyer ☐ Background information ☐ Media release	☐ Event running sheet ☐ Event location map ☐ Parking location map ☐ Grant funding information

EVENT DETAILS

PURPOSE OF EVENT What are the intended outcomes of this event?	
DRESS CODE	☐ Casual Formal ☐ Black Tie ☐ Mayoral Robe and Chain ☐ Smart Casual
IS A PARTNER INVITED	Yes ☐ No ☐
CAR PARKING Has a car park been reserved and if so where?	
INVITED VIPS Name any VIPs who have indicated they will attend?	

CIVIC CENTRE
163 St Vincent Street,
Port Adelaide SA 5015

PO Box 110,
Port Adelaide SA 5015

COUNCIL OFFICES
Enfield Library
1 Kensington Crescent, Enfield

Greenacres Library
2 Fosters Road, Greenacres

CONTACT
P (08) 8405 6600
E service@cityofpae.sa.gov.au
www.cityofpae.sa.gov.au

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INVITED ELECTED MEMBERS Mayor only Ward Councillor(s) All Councillors	
INVITED MEDIA Have any media been invited and if so, who?	
COUNCIL FUNDING How much of the total amount has Council contributed?	
CATERING Will food be served at the event?	☐ No Food ☐ Refreshments ☐ Finger Food ☐ Full Meal ☐ Other – please specify _____

MAYOR - SPEECH DETAILS

IS A SPEECH REQUIRED ?	Yes ☐ No ☐		
SPEECH TIME		**SPEECH DURATION**	
SPEECH TOPIC 1 What is the most important thing that should be included in the speech?			
SPEECH TOPIC 2 What is the second most important thing that should be included in the speech?			
SPEECH TOPIC 3 What is the third most important thing that should be included in the speech?			
SPEECH BACKGROUND INFORMATION Imagine we know nothing about your event; please tell us as much as possible to assist with writing a speech. **Attach any additional information separately if required**.			