

Mayor & Elected Member Attendance Event and Speech Form



CITY OF
Port Adelaide Enfield

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 NAME			
ORGANISER CONTACT			

Please attach the following if available <input type="checkbox"/> Event flyer <input type="checkbox"/> Background information <input type="checkbox"/> Media release	<input type="checkbox"/> Event running sheet <input type="checkbox"/> Event location map <input type="checkbox"/> Parking location map <input type="checkbox"/> Grant funding information
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EVENT DETAILS

PURPOSE OF EVENT What are the intended outcomes of this event?	
DRESS CODE	Casual / Formal / Black Tie / Mayor Robes
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 /

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.			

RETURN TO

service@cityofpae.sa.gov.au

Telephone: 8405 6600

