

Newry, Mourne and Down District Council

Engagement Information Form	
<p>To ensure the Chairperson's attendance and participation at your event, it is important that all details are completed and returned at least <u>two</u> weeks before the event. If you have any queries, or if details change after returning this form, please contact the Council's Democratic Services Section (see contact details at end of form).</p>	
Title of event:	
Date of event:	
Event venue address, postcode and telephone number:	
Event Type: (Lunch, Dinner, Reception, Conference – if other please specify)	
Full name of organisation / group holding the event:	
Purpose of event:	
Arrival time: Expected duration:	
Dress code, if any	
Number of people attending?	
Will refreshments be provided? (e.g. tea/coffee, buffet, lunch, dinner)	
Name, email address and mobile telephone number for person on the day of the event:	
Name and position of person who will meet Chairperson on arrival:	
Parking arrangements:	

<p>Role requirements of the Chairperson : Speech Unveiling Official Opening Welcome</p>	
<p>Is a speech or toast required?</p> <p>Please attach detailed information. This will be used to prepare speech .</p> <p>Please bear in mind that it is inappropriate to ask the Chairperson to speak at an event without prior notice.</p>	
<p>Names and titles of principal guests:</p>	
<p>Please provide any further details you consider may be of interest to the Chairperson such as: other speakers order of proceedings detailed itinerary guest list</p> <p>Background information on the organisation/event</p> <p>Use separate sheet if necessary.</p>	
<p>Will a press release be issued?</p> <p>If so, please forward at least 5 working days before event for approval to press office.</p>	
<p>Please return this completed questionnaire to: Democratic.services@nmandd.org</p>	
<p>Data Protection NB: The information supplied on this form will be used to provide a briefing for the Chairperson or their Deputy and will be available to staff within Newry, Mourne and Down District Council. Please advise if you do not wish the information to be used for this purpose.</p>	