Section 1: **Event details**

Name of event:

Organisation:

Day and Date of event: Mayor’s required time of arrival: departure:

Where will this event take place?

Event Summary/Mayor’s Role/Expected attendance numbers *(please provide an overview):*

If the Mayor is unavailable are you agreeable for this invitation to be extended to the Deputy Mayor or another Councillor?

If the Mayor is unavailable, are you agreeable for this invitation to be extended to the Deputy Mayor   
or another Councillor?  Yes  No

Will Councillors also be invited?  Yes  No

Please fill out this form and return at least 3 weeks prior to event/meeting to [**mayorinvite@ccc.govt.nz**](mailto:mayorinvite@ccc.govt.nz?subject=Attendance%20request)

**If your request is accepted by the Mayor, you will be asked to provide additional information.**

***Please note:***

* The Mayor’s formal title is Philip Mauger Mayor of Christchurch. He is very comfortable being addressed formally as ‘the Mayor’, and informally as Phil.
* The Mayor may be accompanied to your event by a Mayoral Office staff member. Details will be provided prior to the event.
* Due to the nature of the Mayor’s commitments, there may be occasions when he may need to cancel at short notice. We apologise if this situation occurs.

Section 2: **Speech details** *- complete only if the Mayor is required to speak*

Purpose of the speech *(eg: Welcome/ Keynote Address/ Award Ceremony):*

Length of speech:

Organisation/conference website *(please provide links):*

Speech content *(eg: Topics you would like covered; key messages; history and future of the event; for conferences only please include theme.)*

Other Dignitaries attending/speaking:  Yes  No *If yes, please provide name/s:*