



Further Information Sheet

THE WORSHIPFUL THE MAYOR OF WEST DEVON

<b>Date:</b>	
<b>Event:</b>	
<b>Location:</b>	
<b>Name of host:</b>	
<b>Organisation:</b>	

(Please attach any relevant background information about your organisation)

**Attendance:** Mayor and Mayoress

<b>Person who will meet the Mayor on arrival:</b>	
<b>Start Time:</b>	
<b>What time should the Mayor arrive:</b>	
<b>Estimated finish time:</b>	
<b>Names of any special guests to be introduced to the Mayor:</b>	

**Chain of Office** Yes

(If no, the Mayor will wear the Badge of Office with Ribbon)

**Apart from attending, is the Mayor required to participate in any way, e.g. give a speech, perform an opening ceremony. If yes, please provide full details below of what you would like the Mayor to do:**

**Please provide a contact number in case of difficulty (e.g. unable to find venue, vehicle breakdown, etc)**

If you have any queries, please telephone Mrs Kathy Hoare, 01822 813538

Please return this form as soon as possible to:

The Mayor's PA  
West Devon Borough Council  
Kilworthy Park  
Drake Road  
Tavistock  
PL19 0BZ

or email it to [Kathy.Hoare@swdevon.gov.uk](mailto:Kathy.Hoare@swdevon.gov.uk)