



Thank you very much for your kind invitation to the Mayor of the County of Cork to attend (**Type in the name/type of event and the date, Time & Location**)

Name of Organisation : \_\_\_\_\_

Contact Details: Name & Role in Organisation: \_\_\_\_\_

Telephone No. & Email : \_\_\_\_\_

Website Address or Social Media Handle: \_\_\_\_\_

Postal Address: \_\_\_\_\_

1. Is this event fully wheelchair accessible?  
\_\_\_\_\_
  2. Mayor's Arrival time and anticipated departure time:  
\_\_\_\_\_
  3. Please confirm where parking will be provided for the Mayoral Car?  
\_\_\_\_\_
  4. The name & contact details for the person who will meet the Mayor on arrival:  
\_\_\_\_\_
  5. Is the Mayor required to make a speech?  
\_\_\_\_\_
  6. If so, how long would you like the Mayor to speak for ?  
\_\_\_\_\_
  7. Is there anything in particular that you would like the Mayor to reference in his address?  
\_\_\_\_\_
  8. Dress Code  
\_\_\_\_\_
  9. Have the Press been notified about this event? *if so please enclose any press releases with this information sheet*  
\_\_\_\_\_
  10. Will there be photographs taken at this event?  
\_\_\_\_\_
- \*If so could you please forward captioned photos to the below email address (in high resolution if possible)\*
11. Brief Description of the event, approx. no. of people attending, and any other information you may wish to make us aware of (you may wish to enclose additional information separately) :  
\_\_\_\_\_  
\_\_\_\_\_

**Please Note:**

This fact sheet should be returned to the undersigned as soon as possible. (Preferably no less than **two weeks before the event** where possible) When the information is received, the Mayor's attendance will then be confirmed in conjunction with the diary. Whilst every effort will be made to attend, the Mayor may not always be in a position to facilitate late requests. In some cases a Deputy may attend on behalf of the Mayor.

FAO: Emma Miller Corporate Services, Cork County Council Floor 14, County Hall, Carrigrohane Road, Cork, T12 R2NC	Phone: 021-4285367 Email: mayor@corkcoco.ie
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