



EVENT DETAILS

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| Name of event: | |
| Date & time of event: | |
| Approximate time event will end: | |
| Venue: Venue: (including full postal address & postcode) | |
| Do you wish the Chairman's Consort to attend the event: | Yes / No |
| Will Refreshments be provided: | Yes / No |
| Will there be a photographer present: | Yes / No |

ARRIVAL DETAILS

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| Time you wish the Chairman to arrive: | |
| Name of person who will meet/greet the Chairman upon arrival: | |
| Please provide details of parking facilities for the County Car: | |

DRESS CODE

| | | |
|--|---|------------------------------------|
| Dinner Jacket <input type="checkbox"/> | Long Dress <input type="checkbox"/> | Informal <input type="checkbox"/> |
| Lounge Suit <input type="checkbox"/> | Cocktail Dress <input type="checkbox"/> | Day Dress <input type="checkbox"/> |

SPEECHES

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|---|--|
| <p>Will the Chairman be required to make a speech?</p> <p>If Yes, do you require the Chairman to:</p> | <p>Yes / No</p> <p>Open the Evening <input type="checkbox"/></p> <p>Propose or respond to any Toast <input type="checkbox"/></p> <p>Speak on a subject <input type="checkbox"/></p> <p>Say a few words of Welcome <input type="checkbox"/></p> <p>In the case of any of the above, please attach brief background notes, length of speech required, together with any particular points you wish the Chairman to raise.</p> |
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| <p>Any other information you feel may assist the Chairman:</p> | |
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YOUR CONTACT DETAILS

| | |
|-----------------|--|
| Your Name: | |
| Contact Number: | |
| Email Address: | |

Please be advised that this is a request form only and submission of this form does not guarantee the Chairman will visit the event.

Thank you for completing this form, a member of the Civic & Member Services team will be in touch soon.

**Chairman's Assistant,
Civic & Member Services,
Flintshire County Council,
County Hall,
Mold, Flintshire, CH7 6NB.**

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