**REQUEST FOR MAYOR TO SPEAK AT AN EVENT / ATTEND AN EVENT**

**PLEASE SUBMIT THIS FORM AT LEAST 4 WEEKS PRIOR TO YOUR EVENT**

**Email:** [**a.morris@cairns.qld.gov.au**](mailto:a.morris@cairns.qld.gov.au) **(Mayor’s Executive Assistant)**

*Whilst every effort is made to schedule the Mayor for your event, at times circumstances beyond our control may change her availability. If this occurs, we will endeavour to schedule another elected member to officiate on her behalf.*

**EVENT INFORMATION**

|  |  |
| --- | --- |
| **Event Title:** |  |
| **Event Day and Date:** |  |
| **Venue and Venue Address:** |  |
| **Host Organisation:** |  |
| **Event Purpose:**  *Please advise the nature of the event, theme, objective* |  |
| **Mayor’s Role:**  *Please explain activity that the Mayor will undertake i.e. speech, ribbon cutting* |  |
| **The Mayor should arrive at (time):** |  |
| **The Mayor is scheduled to speak at (time):** |  |
| **The Mayor may depart at (time):** |  |
| **Timing of the whole event:** |  |
| **Who else is attending:**  *Audience profile* |  |
| **Numbers attending:**  *Anticipated* |  |
| **Contact Name:** |  |
| **Phone:** |  |
| **Mobile:** |  |
| **Email:** |  |
| **Contact person on the day of the event, and mobile, if different from above:** |  |
| **Please confirm who will meet the Mayor:** |  |
| **Parking:**  *Please advise where suitable parking is located* |  |
| **Dress Code:** |  |

**If the Mayor is required to deliver a speech, please complete the following:**

**SPEECH INFORMATION**

|  |  |
| --- | --- |
| **Topic required:**  *What are the key messages you would like the Mayor to talk about? Please see below as a guide.* |  |
| *1. What is the benefit of this activity to the Cairns region/local community?* |  |
| *2. Why is the event important? Does it provide economic benefit to the region and if so, what is the economic impact?* |  |
| *3. Does the event enhance the quality of life for the local community or region?* |  |
| *4. Does the event fulfill a need in the community, drive community and social outcomes to enhance quality of life?* |  |
| *5. Are there volunteers or sponsors that should be acknowledged?* |  |
| **Background:**  *Is there a notable background or history to how this event came about?* |  |
| **If there are other speakers, please advise who*?***  *If no other speakers, please note ‘none’* |  |
| **Please advise their topics** |  |
| **Lectern:**  *Will a lectern be available?* |  |
| **If you have scheduled a “Welcome to Country” please advise who has been engaged?** |  |
| **Who should be acknowledged at the start of the Mayor’s speech?**   1. *Please provide a list of VIPs invited along with this form (e.g. – State or Federal Ministers)* 2. *Final list of acknowledgements must be provided at least 2 days prior to event* |  |
| **Run Sheet:**   1. *Please attach a draft runsheet with this request* 2. *Final runsheet must be provided at least 2 days prior to event* |  |
| **Have you received any Council funding for this event? If so, please advise which grant/fund and how much.** |  |