

**TOWN COUNCIL**

Telephone 01706 548135  
Fax 01706 548136  
E-mail clerk@todmordencouncil.org.uk  
Website www.todmordencouncil.org.uk



**OF TODMORDEN**

TODMORDEN COMMUNITY COLLEGE  
BURNLEY ROAD  
TODMORDEN  
OL14 7BX

Mrs C EMBERSON  
Town Clerk

**INVITATION TO THE TOWN MAYOR**

NAME OF ORGANISATION.....

SECRETARY/CONTACT.....

TELEPHONE NO. Home .....Work.....

FUNCTION .....

DATE & PLACE .....

PROPOSED TIME OF ARRIVAL .....

BY WHOM WILL THE MAYOR & MAYORESS/MAYOR'S CONSORT BE RECEIVED AND WHERE  
(they should be met immediately on arrival and escorted to their proper places)

.....

PROPOSED TIME OF DEPARTURE .....

NAME OF CHAIRPERSON .....

IS THE MAYORESS/MAYOR'S CONSORT REQUIRED TO ATTEND? .....

IS THE MAYOR REQUIRED TO SPEAK? .....

IF SO, HOW LONG WOULD BE SUITABLE? .....

SHOULD ANY PARTICULAR MATTER/PERSON BE MENTIONED? .....

.....

ARE THERE TO BE ANY OTHER GUESTS OF HONOUR, IF SO PLEASE GIVE NAMES AND BRIEF DETAILS

.....

IS THE MAYORESS/MAYOR'S CONSORT REQUIRED TO SPEAK?.....

IS DRESS FORMAL OR INFORMAL?.....

WILL ANY FORM OF REFRESHMENT BE PROVIDED? .....

IF THE MAYOR IS UNABLE TO ATTEND, WOULD YOU LIKE THE DEPUTY MAYOR TO ATTEND YOUR  
EVENT, IF AVAILABLE?

.....

\*\*\*\*\*  
*Please complete this form and return as soon as possible to Mrs C Emberson, The Clerk, Todmorden Town  
Council, at the address given above.*