



Ballymena Borough Council Request for Mayor's Attendance/Reception

Event	
Venue	
Date	
Time	
Council Reps Required	
Dress Code	
Council Officer contact name	
External contact name/organisation name	
Address:	
Telephone:	
Email:	

1.0	Background Information
2.0	Guests for the Event (including numbers)
3.0	Catering

4.0	Media coverage
5.0	Programme for the event
6.0	Speech
7.0	Corporate Gifts

8.0 Documents Attached - Please tick or note as not applicable	
Event Programme	
Background information	
Speech	
Press release	
Guest List	