 

**London Borough of Wandsworth**

**Information for Organisers of Functions and Events to be attended by the Youth Mayor or Deputy Youth Mayor**

Please complete this form as soon as possible at least fourteen days before the day of the event and return by email to Keziah.Gordon@richmondandwandsworth.gov.uk

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| **Event details** |
| Name of event:*(Including purpose/description of event)* |  |
| Date of event: |  |
| Time event begins: |  |
| Time event ends: |  |
| Time the Youth Mayor/Deputy should arrive: |  |
| Time the Youth Mayor/Deputy can leave: |  |
| Please note, the Youth Mayor/Deputy are still in full time education so please try to provide a time frame for their visit |
| Organisation: |  |
| Timetable of event: |  |
| Address of event:*(incl. postcode)* |  |
| Contact name, number and email:*(Prior to event)*  |  |
| Contact name, number and email:*(During the event)* |  |
| Number of expected guests? |  |
| Name(s) of any other VIPs attending: |  |
| **Dress** |
| What is the dress code for guests at the event? |  |
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| **Mayor’s role at the event** |
| Do you wish the Youth Mayor/Deputy to say a few words?*(Please provide a full speech by email or a few bullet points here, detailing the name of anyone the Youth Mayor/Deputy should particularly mention and the reasons for it)* |  |
| Any other function the Youth Mayor/Deputy will be asked to perform?*(presentation of awards, judging a competition, cutting a ribbon etc)* |  |
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| **Refreshments** |
| Will refreshments be served?(*If yes, please provide details)* |  |
| Time refreshments will be served: |  |
|  |  |
| **Photographs and publicity** |
| The Youth Mayor/Deputy, or the council, may wish to use photographs taken at your event for marketing purposes/social media. Please confirm we have your permission to do this |  |
| If the organisation has a social media account, please provide it:*(The Youth Mayor’s Insta account is* [*wbcyouthmayor*](https://www.instagram.com/wbcyouthcouncil/)*)* |  |
| Are you issuing a press release?*(if yes, please forward a copy by email)* |  |
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| **Any Other Useful Information** |
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Please attach or forward any information which may be helpful in briefing the Youth Mayor/Deputy and their chaperone, including any relevant literature such as a programme or order of proceedings

**Please note that requests for attendance by the Youth Mayor/Deputy will not be accepted unless this completed booking form is received by email at least fourteen days prior to the event.**