



Request & Booking Form Event attendance and speeches for Mayor or Council

Please complete this form, attach any relevant information and email to customer.service@portenf.sa.gov.au

Event Information

Event name _____

Event address _____

Date of event _____ Start time _____ End time _____

Who would you like to attend _____

Does invite include a partner Yes No

Cost of event _____

Cost of event for invitee _____

Number of expected attendees _____

Type/nature of attendees _____

Have media been invited Yes No If yes, please list _____

Description of event and its intended outcomes (please attach any extra information that is available)

Event contact name _____ Ph _____

Event contact name _____ Ph _____

Will food be served as part of the event Yes No

Is the attendee expected to eat a meal Yes No Meal cost for attendee _____

Dress requirements Official Mayoral Robes Formal Informal

If you have been dealing with a member of Council staff please list their details

Name _____ Phone _____

Please Attach

- Event running sheet
- Map of location
- Parking information
- Your contact details
- Any extra information



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Speech Requirements (leave blank if no speech requested)

Who would you like to speak _____

Reason for requesting speech _____

Duration of speech _____ What time is the speech _____

Will anybody else be speaking, if so please list in the order they will speak

Name _____ Topic _____

Name _____ Topic _____

Name _____ Topic _____

VIP/notable attendees who require acknowledgement

Key points to make in speech

- 1. _____
- 2. _____
- 3. _____

Please include any relevant background information (please attach any extra information that is available)

Contact information for people who can assist with research

Name _____ Phone _____

Name _____ Phone _____