



ILKLEY PARISH COUNCIL

FOR OFFICE USE ONLY

www.parishcouncil.ilkley.org

OFFICIAL ENGAGEMENTS

It is essential for the Chairman (or the Vice Chairman when deputising for the Chairman) to be fully briefed about the organisation whose function is to be attended and to be aware of any special requirements for the event concerned. Please complete this form and return it to the Parish Clerk, Ilkley Parish Council, Ilkley Town Hall, Station Road, Ilkley, LS29 8HB or clerk@parishcouncil.ilkley.org.

PLEASE COMPLETE EVERY SECTION OF THE FORM, ENTERING "NONE" IF ANY ITEM IS NOT APPLICABLE

PLEASE COMPLETE THE FORM IN BLACK INK OR TYPE

1. NAME OF ORGANISATION

2. DAY, DATE & TIME OF FUNCTION

3. DETAILS OF FUNCTION

4. TIME OF ARRIVAL

5. NAME AND ADDRESS OF SECRETARY (OR OTHER PERSON TO WHOM CORRESPONDENCE IS TO BE SENT) AND AN E MAIL CONTACT ADDRESS

6. TELEPHONE NUMBER

Day	Evening
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7. VENUE & ADDRESS OF FUNCTION (PLEASE PROVIDE POSTCODE)

8. APPROXIMATE TIME FUNCTION WILL END

9. DRESS (LOUNGE SUIT/BLACK TIE
SHORT DRESS/EVENING DRESS)
PLEASE STATE IF SPECIAL OR
PROTECTIVE CLOTHING IS REQUIRED

10. NAME OF PERSON PRESIDING AND OTHER
OFFICIALS ATTENDING THE FUNCTION

11. WHERE CHAIRMAN WILL BE RECEIVED

12. PERSON WHO WILL MEET CHAIRMAN

13. (FOR FUNCTIONS WHICH DO NOT INVOLVE
A SPECIFIED MEAL) WILL REFRESHMENTS
BE PROVIDED? (BRIEF DETAILS WOULD
BE HELPFUL)

14. CAN A PARKING SPACE AT THE VENUE BE
RESERVED FOR THE CHAIRMAN'S CAR?

15. SPEECHES AND TOASTS - IF THE
CHAIRMAN IS REQUIRED TO RESPOND TO
MAKE A SPEECH PLEASE GIVE FULL
DETAILS INCLUDING ANY PARTICULARS
WHICH MAY ASSIST AND ANY SPECIFIC
POINTS YOU MIGHT WISH TO BE MADE

16. DETAILS OF THE WORK OR THE
OBJECTIVES OF YOUR ORGANISATION
(ANNUAL REPORTS, AGENDAS OR
INFORMATION LEAFLETS SHOULD BE
SUPPLIED WHERE APPROPRIATE)

DATE:

SIGNATURE: