



# BOOKING AND BRIEFING FORM

**PLEASE RETURN THIS BOOKING FORM AT LEAST 14 WORKING DAYS IN ADVANCE OF YOUR EVENT  
OTHERWISE THE ATTENDANCE OF THE LORD MAYOR MAY BE JEOPARDISED**

<b>FUNCTION</b>			
<b>VENUE &amp; FULL ADDRESS:</b>			
<b>ARRIVAL TIME</b>		<b>DEPART TIME</b>	
<b>DAY</b>		<b>DATE</b>	
<b>ORGANISER</b>		<b>EMAIL:</b>	
<b>TELEPHONE NUMBER</b>		<b>MOBILE NO: essential</b>	
<b>ORGANISATION</b>			
Exact arrival point for Lord Mayor's Car and who will meet him/her at the car.			
Will a parking space be reserved?			
Name and Title of Person who will formally greet the Lord Mayor and where:			
Guests to be presented to the Lord Mayor:			
Number of Guests at Function (If children are present, indicate numbers and ages):			
<b>DRESS:</b>		<b>PLEASE CIRCLE OR DELETE PREFERENCE</b>	
<b>Lord Mayor:</b>		Black Jacket, Pinstripes and Chain/Badge (Informal) or Black Dinner Jacket with Black/White Bow Tie (Formal/Evening)	
<b>SPEECH:</b>	<b>Is the Lord Mayor required to speak – please delete or circle</b>	<b>YES/NO</b>	<b>Duration of speech:</b>
Please note that unless the Lord Mayor is responding to a toast, he/she should speak first.			
<b>PLEASE PROVIDE BULLET POINTS FOR THE SPEECH (If you want specific speech content please provide a written paragraph)</b>			

**PROGRAMME FOR YOUR EVENT - PLEASE PROVIDE:**

- Detailed timings
- Role that the Lord Mayor will play

**BACKGROUND INFORMATION :**

- Please explain in two/three paragraphs exactly what your event is about, web addresses only are unacceptable. Press Releases are ideal.
- Attach other information to include information about your organisation/charity/business - brochures and/or website addresses.
- Details of any other prominent guests invited, etc.

If you wish to discuss any of the details to be completed on this form please telephone Lynne Simon on 0121 303 2041. Please Complete and return this form electronically to [lord.mayor@birmingham.gov.uk](mailto:lord.mayor@birmingham.gov.uk)

THE LORD MAYOR'S OFFICE, COUNCIL HOUSE, VICTORIA SQUARE, BIRMINGHAM B1 1BB

If you would like to receive information about the Lord Mayor's Charity and its events please put an X in the box. ☐

If any boxes are left empty, please note the form will be returned to you. If a section is not relevant please add n/a.

Please list details of the person who completed this form –

NAME:

ADDRESS:

MOBILE TELEPHONE:

**Please return the Booking Form typed in Word format in case it needs to be amended. Please return the completed Booking Form to the Lord Mayor's Office electronically. Please Note, handwritten Forms, or Forms saved as PDFs will be returned.**

**For Office Use Only**

Form checked	Date:	Name:
Added to diary	Date:	Name:
Saved to folder	Date:	Name: