

Chairman
Councillor Robin Dray



**Rochford District
Council**

Civic & Member Services Officer
Democratic Services
Direct Dial: 01702 318128
Email: civic.officer@rochford.gov.uk

Inviting the Chairman to Your Event

Thank you for inviting the Chairman of Rochford District Council to attend your event.

Please complete the form overleaf, providing as much information as possible, and return it to civic.officer@rochford.gov.uk, or:

Civic & Member Services Officer
Rochford District Council
Council Offices
South Street
Rochford
Essex
SS4 1BW

The Civic & Member Services Officer will respond as soon as possible, to confirm whether the Chairman or the Vice-Chairman of Rochford District Council are able to attend.

Kind regards,

Civic & Member Services Officer



Rochford District Council

Chairman's Engagement Information Form

Organiser's Details

Contact Name:

Address of Organisation:

Daytime Phone Number:

Contact Email address:

Please continue overleaf...

Event Details

Name of the event:

Date of the event:

Address of the event:

Telephone number on day of event:

Name of person who will greet the
Chairman on arrival:

What time would you like the
Chairman to arrive:

Event start time:

Approximate finish time:

Will a parking space be reserved at
the event address? If not, please
provide details of the nearest parking
area:

Dress code for the event:

Will refreshments be provided?

Would you like the Chairman to
make a speech/propose a toast or
perform any other duty?

If so, please provide the necessary
information:

Please provide background
information on the event, which
would be useful for the Chairman: