



- Date and time of function:
  
- Name of function:
  
- Address of function:  
(A map showing the location of the function may be helpful)
  
- What time is the Chairman requested to arrive?
  
- Is the Chairman invited to bring a guest?
  
- Name and contact details of person to be contacted in the event of last minute issues:
  
- Name of person who will greet Chairman on arrival:
  
- Details of any specific parking arrangements for the Chairman:
  
- How long is the function anticipated to run?
  
- If refreshments are provided, please indicate:  
(Tea, coffee, light refreshments, meal, other)
  
- Is formal or informal dress requested? (Please specify)

IF THE CHAIRMAN IS REQUIRED TO SPEAK OR PERFORM ANY DUTIES,  
DETAILS MUST BE PROVIDED BELOW:

Please send any relevant literature about your organisation for information purposes.  
If there is a formal agenda, please supply a copy for the Chairman prior to the event.

**NB: The Chairman will wear the Chain of Office if attending a function in the  
Three Rivers District unless otherwise advised.**

If you have any queries please contact Mike Simpson on 01923 727250 or  
e-mail [mike.simpson@threerivers.gov.uk](mailto:mike.simpson@threerivers.gov.uk) / [committeeteam@threerivers.gov.uk](mailto:committeeteam@threerivers.gov.uk)