

Ms. Catherine Foley,
 Secretary to the Lord Mayor,
 Cllr. Brian Bermingham,
 Lord Mayor's Chamber,
 City Hall,
 Cork.

Name of Organisation: _____ Date & Time of Event: _____ Exact location of Event: _____ Tel. No.: _____ Contact Name: _____
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FACT SHEET (to be completed and returned to the above address)

1	<u>Name & Address of President/Chairperson:</u>
2	<u>Name & Address of Officers:</u>
3	<u>Number of Members:</u>
4	<u>Details of other Events/Functions which have been organised during the year:</u>
5	<u>Anyone outstanding – you may wish to make reference to in the speech:</u>
6	<i>Lord Mayor's arrival time:</i>
7	<i>Speech Required: *Yes <input type="checkbox"/> No <input type="checkbox"/> * Length of Speech:</i>
8	<i>Name of Person who will meet the Lord Mayor/Deputy Mayor:</i>
9	<i>Will Parking be provided:</i>
10	<i>Dress Required: Black Tie <input type="checkbox"/> Formal <input type="checkbox"/> Informal <input type="checkbox"/></i>
11	<i>Is event/function press sensitive: Yes <input type="checkbox"/> No <input type="checkbox"/></i>

***Please note:
 If a speech is required, I would be obliged if you could please forward relevant information/bullet points, etc. to assist in the preparation of the speech.***

Please note that the fact sheet should be returned to the above signed with accompanying documentation as soon as possible.

The Lord Mayor may not be in a position to facilitate late requests.

Thanking you

Office use only