

Event and presentation briefing notes MAYOR

Event/project name
Date and Time: Location:

Arrival details
Arrival time: Car parking: Who will meet the Mayor: Expected finishing time:

Mayor's role and any expectations

Photo opportunities for social media

Contact names and mobile numbers for staff who will be present at event
Email address of event co-ordinator:

Audience
Primary audience: _____
Ministers/MPs/VIPs/agencies: _____
Elected Members: _____
Community members: _____
Other: _____

Key elements of the project/event

Council's role/involvement in the project

Stakeholders/funding bodies involved in the project



RUN SHEET

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SPEAKING NOTES

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MAYOR**