

Ms. Nicola O’Sullivan,  
 Lord Mayor’s Secretary,  
 Lord Mayor’s Chamber,  
 City Hall,  
 Cork.

Name of Organisation: _____
Type of Event being held: _____
Date & Time of Event: _____
Lord Mayor’s Arrival Time: _____
Length of Time Lord Mayor will be at Event: _____
Exact location of Event: _____
Tel. No.: _____ Contact Name: _____

**FACT SHEET** (to be completed and returned to the above address)

<b>1</b>	<u>Name &amp; Address of President/Chairperson:</u>
<b>2</b>	<u>Name &amp; Address of Officers:</u>
<b>3</b>	<u>Number of Members:</u> _____ <u>Number of people attending event:</u> _____
<b>4</b>	<u>Details of other Events/Functions which have been organised during the year:</u>
<b>5</b>	<u>Anyone outstanding – you may wish to make reference to in the speech:</u>
<b>6</b>	<i>Speech Required: *Yes <input type="checkbox"/> No <input type="checkbox"/> * Length of Speech:</i>
<b>7</b>	<i>If there is <b>no</b> speech required, what is the Lord Mayor’s function/role at Event:</i>
<b>8</b>	<i>Name of Person who will meet the Lord Mayor on arrival:</i>
<b>9</b>	<i>Will Parking be provided:</i>
<b>10</b>	<i>Dress Required: Black Tie <input type="checkbox"/> Formal <input type="checkbox"/> Informal <input type="checkbox"/></i>
<b>11</b>	<i>Are the press notified about this event: Yes <input type="checkbox"/> No <input type="checkbox"/></i>

**Please note:**

- **If a speech is required, it will be necessary to provide relevant information/bullet points, etc. to assist in the preparation of the speech.**
- **The fact sheet should be returned to the above signed with accompanying documentation as soon as possible. When the information is received, the Lord Mayor’s attendance will then be confirmed in conjunction with the diary.**
- **The Lord Mayor may not be in a position to facilitate late requests.**

*Thanking you*

*Office use only*