



London Borough of Wandsworth
Information for Organisers of Functions and Events to be attended by the Youth Mayor and Deputy Youth Mayor

Please complete this form as soon as possible at least fourteen days before the day of the function and return by email to: Youth.Mayor@wandsworth.gov.uk

EVENT DETAILS	
Name of the event	
Organisation	
Address incl. postcode of the event	
Day and date of the event	
Time event begins	
Time event ends	
Time the Youth Mayor/Deputy should arrive at: Estimated time the Youth Mayor/Deputy will be free to leave at*: *Please note, the Youth Mayor/Deputy are still in full time education so please try to provide a time frame for their visit.	
Name and title of person(s) who will greet the Youth Mayor/Deputy on arrival	
What is their status in the organisation?	
Contact name and phone number in case of any queries on the day of the event	
Name(s) of the other Mayors / VIPs attending	

Number of expected guests?	
DRESS	
What is the Youth Mayor/Deputy advised to wear? <i>(e.g. smart, smart-casual, black tie)</i>	
SPECIFIC REQUIREMENTS / DUTIES	
Do you wish for the Youth Mayors to say a few words? <i>(If yes, please provide your suggested speech, please also give the name of anyone the Youth Mayors should particularly mention and the reasons for it).</i>	
Is there any other function the Youth Mayors will be asked to perform? <i>(presentation of awards, ribbon cutting etc)</i>	
REFRESHMENTS	
Will refreshments be served? <i>(if yes, please provide details)</i>	YES / NO
Time refreshments will be served:	
PHOTOS / PUBLICITY	
The Youth Mayors team may wish to use photographs taken at your event on their website or social media. Please indicate if we have your permission to do this?	YES / NO
Are you issuing a press notice? <i>(If yes, attach a copy)</i>	YES / NO
<p>NB: Please attach any information which may be helpful in briefing the Youth Mayors and their Chaperon, and any relevant literature such as a programme or order of proceedings.</p> <p>Please keep in mind that our Youth Mayors and Youth Council members availability is limited as they are still in full time education. We aim to get back to you within 5-10 working days, as our Participation Lead requires adequate time to speak with young people and gather their availability.</p>	