

Shire Representative Engagement Form



Organisers Information	
Name	
Organisation	
Phone	
Email	

Event Information	
Event name	
Event summary	
Event date & time	
Event venue	
Refreshments available? (if yes, please specify)	

Information for Representative	
Level of representation?	<input type="checkbox"/> Shire President <input type="checkbox"/> Council Members <input type="checkbox"/> CEO
Suggested arrival time	
Duration of attendance	
Dress code for event	
Allocated parking for representative	
Arrival point for representative to meet host	

Name/s & contact details of host	
Overview of Proceedings and Set-up of Event	
General run sheet	
MC - please provide details	
Equipment provided – e.g. lectern, lapel mic, etc.	
Suggested speech duration	
Key speech messages	
Sponsors to acknowledge	
Further speech comment/s	

Additional Formalities and Opportunities	
Photo opportunities	
Media at the event	
Other	