

Invite Mayor & Council to an Event

If you are interested in inviting the Mayor or Councillors to your community or organization's event, please fill in the required information below. Provide as much detail as possible and a **minimum of 2 weeks' notice**.

Upon completion, please email to executiveassistant@fortstjohn.ca, fax to (250) 787-8181, mail or hand deliver to City Hall at the address above.

1. Contact Information

CONTACT NAME		ADDRESS	
ORGANIZATION		CITY	
PHONE		PROVINCE	
EMAIL		COUNTRY	
		POSTAL CODE	

2. Event Information

NAME OF EVENT	
DATE OF EVENT	
TIMEFRAME OF EVENT (ex. 9:00 am – 5:00 pm)	
LOCATION & ADDRESS OF EVENT	

Please provide us with information on the purpose of your event, number of guests, dress code, etc.

Is the ticket cost complimentary? Yes No

If the ticket cost is not complimentary, please indicate how much the cost of the event is: _____

Please attach to this form an Event Flyer or Poster, or provide a website link below:

3. Timeframe that Mayor and Council are required at event

FROM (ex. 9:45 am)	
TO (ex. 10:45 am)	

Invitation is for: Mayor only Mayor and Council

If you would like the Mayor to speak at your event, please indicate for how long: _____

4. If the Mayor is not available

Would you like the Acting Mayor or another member of City Council to attend on the Mayor's behalf?

Yes No

5. RSVP Information

Do you require an RSVP to your event? Yes No

If your answer is Yes, do you prefer your RSVP to be received by: Email Phone

What date do you need to receive the RSVP by? _____

I understand that this is only a request, and does not guarantee that the Mayor or Council will be available to attend my event. I understand that I will be contacted by the Mayor's Executive Assistant to confirm the Mayor and/or Council for the event.

I understand

Signature of Applicant

Thank you for your request. Please note, personal information is collected for the administration of City of Fort St. John programs only, as authorized under Section 26 of the *Freedom of Information and Protection of Privacy Act*. The City of Fort St. John does not use or disclose personal information for purposes other than those for which it is collected, except with the consent of the individual whom the information is about or otherwise in accordance with law. The City of Fort St. John retains personal information only as long as necessary for the purposes of the specified program and as required under the *Act*.

If you have any questions about the collection and use of your personal information, please contact the Director of Legislative and Administrative Services at (250) 787-8153.