

Official event invitation

Mayor, Councillor and Executive event invitation form



Name of event:

Date:

Time:

Location:

Councillors invited (Please select all that apply):

<p>Mayor Cr Laura Binks</p> <p>Deputy Mayor Cr Paul Murray</p> <p>Cr Reg Dickinson</p> <p>Cr David Andrews</p> <p>Cr Chris Raeburn</p> <p>Cr Kristy Hourigan</p> <p>Cr Sally Hayes-Burke</p>
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Council staff (Please select all that apply):

<p>CEO Julie Salomon</p> <p>Director Sustainable Infrastructure – Vlad Adamek</p> <p>Director Community and Planning - Amanda Tingay</p> <p>Director People and Governance - Dawn Bray</p> <p>Executive Manager Communications and Engagement - Kristin Favaloro</p>
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Purpose of event:

Internal office only: Date received: Relevant officer and actions: Executive approval: Councillors notified briefed & confirmed:

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Key stakeholders:

Australian Government
Victorian Government
Strathbogie Shire Council
Authority (please specify): _____
Community group (please specify): _____
Action Group (please specify): _____
Euroa Secondary College
Primary School/s (Please specify): _____
Clubs (please specify): _____
Sponsors (please specify): _____
Event partners (please specify): _____
Other (please specify): _____

Event coordinator and contact details:

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Councillor/ Officer arrival time:

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Parking and access advice:

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Would you like the Mayor, a Councillor or the CEO to speak?

If so, please specify on what, how long and advise of any other officials attending:

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Anticipated program/ running sheet:

Key event information: For example, what is the significance of the event, why are you holding the event, things to note, relevance of the event? etc.

Anticipated attendees in numbers and identities:

Dress code (Please select one):

Business

Smart casual

Formal

Personal Protective Equipment (PPE)

Other (please specify): _____

Please provide as much information as possible and attach any additional documents which may be helpful for the recipient.

Please provide this document to the Policy Research and Councillor Support Officer katherine.crosbie@strathbogie.vic.gov.au and call 1800 065 993 if you wish to discuss this further.

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