

# Official event invitation

Mayor, Councillor and CEO event invitation form

**Name of event:****Date:****Time:****Location:****Councillors invited** (Please select all that apply):

<p>Mayor Councillor Laura Binks</p> <p>Deputy Mayor Councillor Paul Murray</p> <p>Councillor Chris Raeburn</p> <p>Councillor Robin Weatherald</p> <p>Councillor Sally Hayes-Burke</p>
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**Council staff** (Please select all that apply):

<p>Julie Salomon – Chief Executive Officer</p> <p>Kristin Favaloro – Executive Manager Communications and Engagement</p> <p>Amanda Tingay – Acting Director People and Governance</p> <p>Rachael Frampton – Acting Director Community and Planning</p> <p>David Roff – Interim Director Sustainable Infrastructure</p> <p>John Harvey – Sustainable Infrastructure</p> <p>Phillip Carruthers – Governance Advisor</p>
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**Purpose of event:**

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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 [virginia.stanhope@strathbogie.vic.gov.au](mailto:virginia.stanhope@strathbogie.vic.gov.au) and call 1800 065 993 if you wish to discuss this further.