

Invite the First Citizen to your local event

If you would like the First Citizen to visit an event you are hosting, give out some awards or come to anything else that is happening in the borough please fill in this form.

Section 1 About You
Title:
First Name:
Last Name:
Your contact details <i>Please enter an email address and phone number below:</i>
Email Address:
Phone Number:
Please describe your organisation
Name of Organisation:
Address:
Postcode:
Purpose of organisation or web-link to it:
Section 2 About The Event
Name of Event:
Day and Date of Event:
Event Start Time:
Event End Time:
Requested arrival time of First Citizen:
Event Details – please include timings/programme:
Venue/Location (include all details, room numbers, etc.):
Venue Postcode:
Please advise accessibility of your event by public transport:
Please advise parking arrangements for the First Citizen:

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Section 3 Purpose of Invitation

Purpose of Event:

Who has been invited to your event (describe the audience e.g. children):

First Citizen's Role at event: e.g. present awards/ cut a ribbon

Will there be a photo opportunity?

Will the First Citizen be required to make a speech or presentation? Yes or No

If Yes: Please include specific details/bullet points required in the speech

Do you require a biography and photo of the First Citizen? Yes/No

Do you require any other information from the First Citizen (please specify)

Have you invited your local ward councillors?

Section 4 The Greeter

Will the person whose details are filled out in Section 1 above, be greeting the First Citizen? Yes or No.

IF NOT, WHO WILL GREET THE FIRST CITIZEN AT THE EVENT?

Title:

First Name:

Last Name:

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Email Address:
Phone number:
Any other useful information
Please share any other information you would like us to know about your event.
Section 7: Charitable Donations (for Commercial Invites only) The First Citizen does not charge for appearances, but where possible, we encourage commercial organisations to make a donation to their preferred Charity, which is TBC.

Please return your completed form by email to

Civic.Ambassadors@newham.gov.uk

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