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| **ENGAGEMENT DETAILS** |
| 1. | Name of organisation: |  |
| 2. | Name of function: |  |
| 3. | Date of function: |  |
| 4. | Description of function: |  |
| 5. | Venue address (please include full postcode): |  |
| 6. | Event Start Time: |  |
| 7. | Event End Time: |  |
| 8. | Time you would like the Chair to arrive: |  |
| 9. | Time the Chair is able to depart (approximately): |  |
| 10. | Is the Chair able to bring a guest? |  |
| 11. | Will refreshments be provided? (If yes, please detail e.g. drinks/buffet/dinner) |  |
| 12. | Will there be a parking space for the Chair's car? If so, please give details of where. |  |
| 14. | Please specify the form of dress for the Chair: | Formal (Dinner Jacket / Cocktail Dress) |  |
| Informal (Lounge Suit / Day Dress) |  |
| 15. | Please specify the form of dress for the guest (if applicable): | Formal (Dinner Jacket / Cocktail Dress) |  |
| Informal (Lounge Suit / Day Dress) |  |

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| **KEY CONTACT DETAILS** |
| 16. | Name and contact details of person responsible for the arrangements. | Name:Job role:Telephone:Email:Postal Address: |
| 17. | Name and status of person who will receive the Chair on arrival. |  |
| 18. | Contact(s) for further details: | Name:Job role:TelephoneMobile:Email: |
| 19. | Key contact(s) on the day: | Name:Job role:TelephoneMobile:Email: |
| 20. | Please supply details as to:1. Who will preside; and
2. Names of other principal guests (please attach a brief 'thumbnail' sketch on the host and any other VIP the Chair is likely to meet);
3. It would be helpful if an Order of Proceedings could be made available.
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| **DUTIES** |
| 21. | Exact role of the Chair at the event. |  |
| 22. | Do you require the Chair to open the event? |  |
| 23. | Do you wish the Chair to propose/respond to a toast? |  |
| 24. | Do you wish the Chair to deliver a speech? |  |
| 25. | If yes, please give details on the subject matter: |  |
| 26. | If yes, please indicate desired speech duration: |  |
| 27. | Will the Chair be expected to undertake any further duties e.g. presentation of awards, judge event, draw raffle etc? |  |
| 28. | Will the press be invited? |  |
| When completed, please return this form to the Chair's Secretary by emailing:Chairman@cumbria.gov.uk |