



**Staffordshire County Council  
Chairman's Official Engagement Details**

<b>Date</b>	
<b>Function/Event</b>	
<b>Name of Host</b>	
<b>Organisation</b>	

<b>Contact name, telephone/mobile number and email address</b>	
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<b>Attendance</b>	<i>Chairman Mr Frank Lewis, MBE, JP &amp; Mrs Barbara Lewis</i>
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<b>Venue (including post code)</b>	
<b>Start time</b>	
<b>Time at which Chairman should arrive</b>	
<b>Estimated finish time</b>	
<b>Person who will meet Chairman on arrival</b>	
<b>Location of parking facilities</b>	
<b>Is the Chairman required to wear the official Badge of Office</b>	
<b>Names of any special guests to be introduced to the Chairman</b>	
<b>Will there be refreshments or meal provided and at what time</b>	
<b>Is the Chairman required to lay a wreath</b>	
<b>Is the Chairman expected to make a speech, propose or respond to a toast. If so, please provide a background briefing</b>	
<b>Dress Code:</b> Gentlemen    (Please circle) Ladies            (Please circle)	<b>Lounge Suit</b> ✓ <b>Dinner Jacket</b> ✓ <b>Black Tie</b> ✓ <b>Day Dress</b> ✓ <b>Evening Wear</b> ✓ <b>Hat</b> ✓
<b>Will there be refreshments for the Chauffeur</b>	

Thank you for completing this form. Please return to me as soon as possible

Sandy McWilliam (Mrs)  
Civic Officer  
Staffordshire County Council  
Tipping Street  
Stafford  
ST16 2DH