



INVITATION TO THE CHAIRMAN OF NORTH KESTEVEN DISTRICT COUNCIL

Contact:

Mrs Clare Richardson
 Civic Officer, North Kesteven District Council
 Council Offices, Kesteven Street,
 Sleaford, Lincolnshire, NG34 7EF
 01529 308220 – civic_office@n-kesteven.gov.uk

Name of Organisation	
Contact Name (PA/Secretary)	
Name of Invitee	
Address of Organisation	
Contact Telephone Number	
Contact Email Address	
Title of Event	
Purpose of Event (Charity/Awards/Community)	
Time of Event	
Time the Chairman/Vice Chairman should arrive	
Time the Event will finish	
Venue of Event (Full Postal Address & Postcode)	
Details of other dignitaries attending Event	

Is the Chairman required to speak or make presentations	
Will the event be photographed/have media representation	
Whether the Chairman's Consort is invited?	
Dress Code (Lounge Suit/Smart Day Dress; Black Tie/Cocktail Dress; Casual or specific's e.g. sturdy footwear/warm clothing - Chairman - Consort	
If Chains of Office may be worn	
Is the Chairman's Chauffeur catered for	
Please list additional information that you are sending with this request e.g. Menu, Formal Invitation, Plans, Programme, Agenda	

Privacy Notice *

Your privacy is important to us so please be assured that we will only use your personal information for the purposes of the Chairman Correspondence.

However, we do need you to consent to us getting in touch should we need to do, with regards to your invitation, or if we need further information. Unfortunately, if we are unable to get back in touch with you, by any means, we may struggle to progress your invitation.

Your details will only be retained in relation to the invitation and will not be shared with a third party. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you.

- Email
- Telephone
- Post