**Inviting the Cathaoirleach of Meath County Council to an Event**

(Return to: [CServices@meathcoco.ie](mailto:CServices@meathcoco.ie) at least 3 weeks in advance of the event)

**Event Information**

|  |  |
| --- | --- |
| ***Name of Event*** |  |
| ***Date of Event*** |  |
| ***Time Event Starts***  ***Time Even Concludes*** | \_\_\_\_\_\_am \_\_\_\_\_\_pm  \_\_\_\_\_\_am \_\_\_\_\_\_pm |
| ***Location and Address of Event*** |  |
| ***Please provide us with a brief description of the event and role of Cathaoirleach at event.*** | |
| ***If the Cathaoirleach is not available would you like the Leas-Chathaoirleach or another Councillor to attend on the Cathaoirleach’s behalf?*** | |
| ***Name of person who will meet and escort Cathaoirleach during event*** | |
| ***Confirm that there will be a car parking space available near entrance door for Cathaoirleach.*** | |

**Contact Information**

|  |  |
| --- | --- |
| ***Name of Organisation*** |  |
| ***Address of Organisation*** |  |
| ***Contact Name*** |  |
| ***Phone No*** |  |
| ***Mobile No.*** |  |
| ***E-Mail address*** |  |