

Invite the Mayor

Each year, the Mayor attends many special events, ceremonies and celebrations. If you would like to invite the Mayor, please submit the request form by mail, fax or email (below). Include all of the required information outlined on the form. If you are requesting written greetings from the Mayor for a program or publication, please provide a final copy.

All invitations are reviewed by the Mayor. You will be contacted if further information is required.

How to address correspondence to the Mayor:

Mayor Alan Spacek
88 Riverside Drive
Kapusksing, ON P5N 1B3
tel: 705 337-4250
fax: 705 337-1741
email: general@kapuskasing.ca

Event Name:

Date of Event:

Time(s) of Event:

Time Mayor is requested:

Venue and Address:

If the Mayor is unavailable, would you like us to arrange for a Member of Council to attend (if scheduling permits): yes no

Approximately how many people are you expecting?

Other dignitaries attending (the Mayor may greet them or recognize them in remarks, as appropriate):

Is the Mayor required to speak? yes no

Role of the Mayor (e.g. speech, award presentation, attendance only, ribbon cutting, etc.):

Are you requesting written greetings from the Mayor for an event program or publication?

yes no

Is there a cost for the Mayor to attend? (cost of the ticket or N/A non-applicable)

Contact person

Name:

Address:

Telephone: Fax:

Email:

Event Information/Background/Comments:

