



**Rochford District  
Council**

**Chairman**  
Councillor David Merrick

**Civic Officer**  
Democratic Services  
Direct Dial: 01702 318128  
Email: [civic.officer@rochford.gov.uk](mailto:civic.officer@rochford.gov.uk)

**Inviting the Chairman to Your Event**

Thank you for inviting the Chairman of Rochford District Council to attend your event.

Please complete the form overleaf, providing as much information as possible, and return it to [civic.officer@rochford.gov.uk](mailto:civic.officer@rochford.gov.uk), or:

Civic Officer  
Rochford District Council  
Council Offices  
South Street  
Rochford  
Essex  
SS4 1BW

The Civic Officer will respond as soon as possible, to confirm whether the Chairman or the Vice Chairman of Rochford District Council are able to attend.

Kind regards,

**Civic Officer**



## Rochford District Council

### Chairman's Engagement Information Form

#### Organiser's Details

Contact Name:

Address of Organisation:

Daytime Phone Number:

Contact Email address:

***Please continue overleaf...***

## Event Details

Name of the event:

Date of the event:

Address of the event:

Telephone number on day of event:

Name of person who will greet the  
Chairman on arrival:

What time would you like the  
Chairman to arrive:

Event start time:

Approximate finish time:

Will a parking space be reserved at  
the event address? If not, please  
provide details of the nearest parking  
area:

Dress code for the event:

Will refreshments be provided?

Would you like the Chairman to  
make a speech/propose a toast or  
perform any other duty?

If so, please provide the necessary  
information:

Please provide background  
information on the event, which  
would be useful for the Chairman: