

THE MAYOR OF SOLIHULL - BRIEFING FORM 2021-2022
Councillor Ken Meeson & Mrs Annette Meeson

PLEASE COMPLETE AND RETURN THE FORM **AT LEAST TWO WEEKS BEFORE THE EVENT**

THIS FORM IS FOR VIRTUAL ENGAGEMENTS ONLY,
Please use "Briefing Form – Engagements in Person" for engagements that are taking place in person

DAY

DATE

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NAME OF FUNCTION

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ORGANISATION

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NAME & POSITION OF ORGANISER

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START TIME OF MEETING

END TIME OF MEETING

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JOINING DETAILS including method and all codes necessary

Method – e.g. Teams/Zoom etc

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CONTACT 'PHONE NO. ON THE DAY

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OTHER PEOPLE/GROUPS JOINING MEETING

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PROGRAMME OF EVENT

Please send agenda no later than 4 days before the event

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Continued

IS THE MAYOR BEING ASKED:-

To speak on any particular subject?

YES or NO

If YES, please give details to which specific reference should be made and length of speech

PLEASE NOTE *It will be assumed that the Mayor is not required to speak if no advance notice is given*

BACKGROUND NOTES: *Please give as much information as possible*

THIS FORM HAS BEEN COMPLETED BY:

| | |
|---------------------|--|
| Name | |
| Address | |
| | |
| | |
| Postcode | |
| Telephone No. | |
| Telephone No. (Eve) | |
| Mobile | |
| Email | |

IN ORDER TO MAKE THE NECESSARY ARRANGEMENTS, PLEASE COMPLETE AND RETURN THE FORM **AT LEAST TWO WEEKS BEFORE THE EVENT** TO:

THE MAYOR'S OFFICE
COUNCIL HOUSE
MANOR SQUARE
SOLIHULL B91 3QB

or email mayor@solihull.gov.uk

If you have any enquiries please telephone 0121 704 6023. Thank you.
www.solihull.gov.uk Twitter @solihullmayor