

THE MAYOR OF SOLIHULL - BRIEFING FORM 2024 - 2025
Councillor Mrs Shahin Ashraf MBE & Mr Jehangir Malik OBE

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

NAME OF FUNCTION

ORGANISATION

NAME & POSITION OF ORGANISER

START TIME OF MEETING	END TIME OF MEETING

JOINING DETAILS including method and all codes necessary
Method – e.g. Teams/Zoom etc

CONTACT 'PHONE NO. ON THE DAY

OTHER PEOPLE/GROUPS JOINING MEETING

PROGRAMME OF EVENT
Please send agenda no later than 4 days before the event

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.

Twitter [@solihullmayor](https://twitter.com/solihullmayor)
www.solihull.gov.uk