



CITY OF
Lethbridge

EVENT & INVITATION REQUEST FORM

Please make your request at least 3 – 5 weeks before the scheduled date of the event

1. Organization, Group or Person requesting Mayor's attendance:

DATE: _____

TIME: _____

LOCATION: _____

MOST IMPORTANT TIME FRAME FOR MAYOR TO ATTEND: _____

DO YOU WISH OTHER MEMBERS OF COUNCIL TO ATTEND: _____

SPECIFY MAYOR'S ROLE AT EVENT e.g. Cut Ribbon, Welcoming Message, Award Presentation, etc.

2. Contact Information:

Name: _____

Telephone: _____

E-mail: _____

Please fax this form to: **Office of the Mayor (403) 320-7575**

Mail or Deliver to:

**Mayor's Office
2nd Floor, City Hall
910 – 4th Avenue South
Lethbridge, AB. T1J 0P6**

Any additional information regarding the event can be included with the fax or e-mailed to:
mayor@lethbridge.ca