

## Invite the Mayor

Thank you for inviting Mayor Lozeau to your event. To help us better understand your event and process your request, please fill out the following information and send it to the Mayor's Office.

**Send to:** Office of the Mayor, City Hall, 229 Main Street, Nashua, NH 03061-2019

\*Event:

\*Is the event rain or shine: Yes/No

\*Date:

\*Location:

\*Time:

Event sponsor(s):

\*Mayor's role at the event: (example - guest, speaker, participant, or honoree)

If speaker, who will introduce the Mayor:

Who will act as the Mayor's host/greeter:

Other elected officials or dignitaries invited:

Number of people expected to attend:

\*Does your organization need a proclamation: Yes/No

\*Contact person's name:

\*Phone: (home/work or cell)

\*Email address:

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\*Required

### Notes:

- We understand that, in some cases, a 30-day notice may be difficult, but please send your invitation in advance so it can be reviewed in a timely manner. This helps reduce scheduling conflicts on the Mayor's calendar.
- Our office welcomes any additional information concerning your event that may be helpful including an invitation, agenda or more in-depth information concerning your organization.
- Any further questions? Please contact Brenda Cloutier by phone at (603) 589-3263