Speech Request and Briefing Form

If you require the Mayor to speak at an event, please complete the form below and return to Executive Assistant to the Mayor via email office@cumberland.nsw.gov.au .

Please provide at least 14 business days’ notice of a speaking arrangement.

The information you provide will be passed onto Council’s Communications Team, once the Mayor’s availability has been confirmed.

A speech will be prepared within 10 business days, using the information you have provided.

If there are any last minute changes to the speech, you must liaise directly with the Mayor’s Office.

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| **SPEECH INFORMATION** | Please note, all fields are mandatory.  |  |
| Speaker | Mayor, Clr Frank J Citizen  |
| Official event name | *A Service to Celebrate the Commencement of Ministry of The Rev Dr John Smith as Rector of Wentworthville Anglican Church*Short name: *Commencement of John Smith as Senior Minister* |
| Date | 34th Octember |
| Time | 7:45pm |
| Location | Wentworthville Anglican Church, Corner Pritchard St and Gardfield St, Wentworthville |
| Point of contact on day | Murray Grant, Church Warden, 0401 123 456 |
| Duration of speech | Under 2 Minutes |
| Council’s involvement  | Minimal direct Council involvement – church located in Cumberland Council area  |
| Key messages  | Welcome the incoming Senior Minister, John Smith, to the local community.Once the formal service is completed, the welcomes by local dignitaries and church members will be informal in tone. Other welcomes may be made by:* Julia Finn, State MP
* Harry Potter, Senior Minister of Neighbouring Anglican
* Members of Previous Anglican
* Members of Wenty Anglican
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| VIPs  | John Smith – incoming senior minister.Service will be conducted by Rv Ivan Lee (bishop of western Sydney), or in the event of his ill health his assistant Bilbo Baggins. Julia Finn, State MP, may be present subject to if parliament is sitting |
| Background | A brief bio of John Smith can be found at <https://fake-site.com/john-smith>Our church website is <https://wentyanglican.org.au/>A proforma service outline is also attached |
| Risk / sensitivities | No significant risks. |

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| **YOUR DETAILS** | Please note, all fields are mandatory.  |  |
| Name: Murray Grant | Job title: Church Warden |
| Email: murray.grant@ligos.net  | Phone number: 0401 123 456 |