



PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
 Telephone: (250) 847-1600 | Fax: (250) 847-1601
 Email: general@smithers.ca | www.smithers.ca

MAYOR REQUEST FORM

Invite the Mayor to Your Event

The Mayor's Office reviews invitation requests and will contact the requesting party if more information is needed. Please note the Mayor, unfortunately, cannot accept every invitation due to full work schedules. To coordinate with the Mayor's busy schedule, please provide early notice in advance of an event date.

Return: Via email to: front@smithers.ca or in person at the Municipal Hall, 1027 Aldous Street.

Confirmation: Requests are not confirmed until you are contacted by a Town of Smithers representative.

Request Type:

<input type="checkbox"/> Invite Mayor and / or Council to an Event	<input type="checkbox"/> Meeting with the Mayor	<input type="checkbox"/> Greetings / Messages / Other	<input type="checkbox"/> School Tours (see Page 3)
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Applicant Information

Full name *

Organization name

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Address*

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City / Town*

Province*

Postal Code*

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Primary Phone Number*

Secondary Phone Number*

Email Address*

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Website (optional)

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*Note: * items are required*



MAYOR REQUEST FORM

Meeting with the Mayor Request

Thank you for your interest in the Mayor's work. This form will help us better manage your meeting request and is the primary way meetings are organized by the Mayor's Office.

Every request submitted here will be processed by Mayor's Office staff based on either priority or the order in which it arrives. Please do not submit duplicate requests.

List the Attendees

Topic of Discussion and Duration

List possible Meeting Times / Availabilities (Dates / Times)

Do you have information / presentation to be reviewed at the meeting?

Yes

No



MAYOR REQUEST FORM

School Tour Request

Name of School / Group

School Address

School Primary Phone Number*

Grade*

<input type="text"/>	<input type="text"/>
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How many students partaking in the tour?

- 10+
- 20+
- 30+
- Other

Teacher's name attending the tour*

What does your class want to learn about?

Please provide your Preferred Tour Dates / Times

Please note that school tours usually occur Mondays, Tuesdays, or Wednesdays, for 1 hour.

Your personal information is maintained in accordance with the **Freedom and Protection of Privacy Act**.
Questions about the collection and release of your personal information can be directed to the Director of Corporate Services.