

BRIEFING DOCUMENT FOR THE MAYORAL ADVISORY COMMITTEE
Wednesday 31 March 2010

2010 CIVIC DINNER FOR THE OUTGOING MAYOR AND CONSORT
COUNCILLOR MRS PAT WARBY AND CONSORT

Date & Time: Thursday 20 May 2010 at 7.00 pm for 7.30 pm

Venue: Athenaeum

Seating: Round Tables (to be agreed with Mayor Elect, Councillor Houlder)

Style: Formal Civic Dinner

Dress: Dinner jacket or dark lounge suit, uniform and decorations

VIP Guest List: As attached

Caterer: 2009: West Suffolk College 2010:

Bar: Occasional licence until midnight.
Pay bar. Wines by St Edmundsbury Halls

Reception: Chief Executive, Mayor and Mayoress

Table Arrangements: Mayor's Secretary

Table Flowers: 2009: Rosemary Roe and a 2010:
member of Stowmarket
Flower Arranging Club

Grace: New Mayor's Chaplain

PA: 2009: John Roe 2010: **John Roe**

Ticket Price: 2009: Up to £27
2010:

Toasts:

To propose: 'The Queen' by The Mayor
To propose: 'The Guests' by (2009: Cllr Oliver 2010:)
To respond: 2009: Father Peter 2010:

National Anthem (One verse – accompanied)

Vote of Thanks (2009: Cllr Rout)
(2010:)

Music: (2009: 2010:
King Edward VI Upper School
Music Department