



## **Shetland Islands Council**

### **Protocol for requesting civic entertainment**

**Name:**

**Organisation:**

**Phone:**

**E-Mail:**

**Details of the proposed event, with date and expected number of attendees:**

**Details of the support being sought from the Council e.g. dinner, venue etc:**

**Benefit for Shetland to be gained from the event:**

**Indicative costs:**

**Any other relevant information – e.g. whether the event has been supported in the past.**

Any promotional material for your event must state that support is being provided by Shetland Islands Council and where possible display the Council crest.

A briefing/speech notes should be sent to the Convener 7 days before the event.

**Please return completed form to [membersupport@shetland.gov.uk](mailto:membersupport@shetland.gov.uk)**

If you require assistance you can e-mail the above address or phone 01595 744544.

(Office Use)

**Recommendation from Executive Manager:**