

For All Events		
1	Type of event taking place:	
	Location: Within East Dunbartonshire <input type="checkbox"/> Outwith East Dunbartonshire <input type="checkbox"/>	
2	Preferred Date: Click or tap to enter a date.	
3	3.1 Sector of Education involved*: Pre-5 / Schools / Community Education	
	3.2 Establishment Name:	
4	Name of Officer Responsible for the Event:	
	Address:	
	Telephone No:	
	Signed:	
	Head of establishment (Name):	
Request for Provost recognition - Events within East Dunbartonshire:		
5	5.1 Type of hospitality requested*: None / Morning Coffee / Afternoon Tea / Buffet Lunch / Formal Lunch / Evening Buffet / Evening Dinner / Other (please state)	
	5.2 (a) No. of people to be involved in total: (b) No. of children, if any, included in above total:	
	5.3 Preferred dates: (NB: At least 3 options should be provided in addition to that in section 2) i) ii) iii)	
	5.4 Please use the space below to provide relevant information in relation to the event.	
	5.5 Is Provost recognition requested? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If Yes, above, complete sections 6 OR 7 below.	
6	6.2 Name(s) of any councillor(s) involved: Click or tap here to enter text.	
	6.3 Details of the involvement of any other local authority or external agency: Click or tap here to enter text.	
	6.4 Details, including dates, of any hospitality accorded by the Provost to this particular event in a previous occasion:	
	6.5 Brief indication of reason hospitality is being sought; (including reciprocation of hospitality already received elsewhere in the case of exchanges/return visits)	

Request for Provost recognition - Events outwith East Dunbartonshire:	
7	Type(s) and number of such gifts requested*: 7.1 Badges / Ties / Scarves / Book / Glasses / Special Gift / Other (please state)
	Brief indication of reason particular gifts are being sought: 7.2 (Including presentation at expected receptions at municipal level elsewhere)
<p>NB: Where the Provost's hospitality is granted it is essential that a full briefing note on the event and any relevant background information helpful to guests and suitable to assist in formulating a welcoming address is submitted to the School Planning & Improvement Team, no later than 15 working days in advance of the date of the occasion itself.</p>	
FOR OFFICE USE ONLY	
Recommendation:	
Nature of hospitality recommended:	
Nature of gifts recommended:	

Signed

Chief Education Officer

Date
