EVENT NAME

LONG FORM DATE

0900 Depart from address *car – 15 mins*

0915 Arrive at address. Met by xxx.

ON CAMERA

Event details

Meeting

OFF CAMERA

Speech

ON CAMERA

Tour

ON CAMERA

1145 Depart *car – 15 mins*

1200 Arrive at address

| Staff Accompanying | Shelley Williams-Walker |
| --- | --- |
| Constituency (if UK) | Cities of London and Westminster – Nickie Aiken (Con) |
| Advance |  |
| Media presence | Royal rota |
| Venue contact |  |