**A blue oval with white crossed swords and crown

Description automatically generated**

**Request for High Sheriff’s Attendance at Your Event**

Thank you for your interest in inviting the High Sheriff of Oxfordshire to attend your event. To help us consider your request, please complete this form with as much detail as possible. The High Sheriff’s availability is limited, and preference will be given to events that align with his theme for the year, **Hearing the Young Unheard**, which focuses on early intervention, crime prevention, and amplifying the voices of young people in Oxfordshire.

**Event Organiser Information**

* Organisation Name: Click or tap here to enter text.
* Contact Name: Click or tap here to enter text.
* Contact Email Address: Click or tap here to enter text.
* Contact Phone Number: Click or tap here to enter text.
* Organisation Address: Click or tap here to enter text.

**Event Details**

* Event Name: Click or tap here to enter text.
* Event Date: Click or tap here to enter text.
* Event Start and End Time: Click or tap here to enter text.
* Event Location (include address): Click or tap here to enter text.
* Expected Number of Attendees: Click or tap here to enter text.

**Purpose of the Event** Please provide a brief description of the event, including its purpose and the key activities planned:

Click or tap here to enter text.

**Role of the High Sheriff** Please describe the role you would like the High Sheriff to take at the event (e.g., delivering a speech, presenting awards, meeting attendees):

Click or tap here to enter text.

**How Will the High Sheriff’s Attendance Add Value?** Explain why you believe the High Sheriff’s presence will enhance your event:

Click or tap here to enter text.

**Alignment with the High Sheriff’s Theme.** The High Sheriff’s theme for the year, **Hearing the Young Unheard**, focuses on early intervention, crime prevention, and amplifying the voices of young people. Please explain how your event supports this theme:

Click or tap here to enter text.

**Additional Information** Is there any other information the High Sheriff should know when considering your request (e.g., accessibility, dress code, parking arrangements)?

Click or tap here to enter text.

**Submission Instructions** Please email the completed form to [chamberlain@highsheriffofoxfordshire.co.uk](mailto:chamberlain@highsheriffofoxfordshire.co.uk) .

**Important Note:** Completion of this form does not guarantee attendance by the High Sheriff. Each request is carefully reviewed, and you will be contacted as soon as possible with a response.

Thank you for inviting the High Sheriff to your event and for supporting the theme of **Hearing the Young Unheard**.