

**From:** Janet [Rotary Club of Witney]  
**Sent:** Tuesday, September 26, 2023 1:50 PM  
**Subject:** SWITCH ON OF CHRISTMAS LIGHTS

Afternoon Adam

One of my colleagues who organises the Switch On, ...., tells me that he has been approached by someone from one of Witney's Twin Towns saying they would like to be at the Switch On. I am not sure of the Protocol but suspect that in the first instance an invitation should go from the Mayor to the twinned towns. If they do attend might it be possible for the Town Council to have a small civic reception before the Switch On for these guests and, if so, might other VIPs and the main event sponsors be included?

Many thanks

Janet