



**REQUEST FOR ATTENDANCE BY THE GOVERNOR-GENERAL
OF NEW ZEALAND HIS EXCELLENCY THE HONOURABLE SIR
ANAND SATYANAND, GNZM, QSO - TO YOUR EVENT**

Please complete all fields and return to the Programme Secretary,
Government House, Private Bag 39995, Wellington Mail Centre,
Lower Hutt 5045 or fax to 04 389 5536
or email to catherine.coad@govthouse.govt.nz

| Organisation | |
|------------------------|--|
| Name of Organisation | |
| Website | |
| History | Established |
| | Date of last meeting with the Governor-General |
| Patron | Yes/No |
| Contact Person | Name |
| | Address |
| | Phone |
| | Mobile |
| | Fax |
| | Email |
| Function | |
| Name of the event | |
| Date and time of event | |

| | |
|--|---|
| Please provide a brief synopsis about the event/ conference / opening, including any official themes for the conference / opening (2 paragraphs) | |
| Is the event in any way connected to any political party or organisation? | |
| What is the Governor-General's role? | |
| Venue: Please include directions – PLEASE NOTE EXACT ROOM, BUILDING & STREET | |
| The time when the Governor-General is required to arrive at the venue | |
| The expected time of departure | |
| Who will meet the Governor-General upon his arrival? | |
| Is there a role for Lady Satyanand? | |
| Has the Prime Minister or other Ministers been invited and if so are they attending? Are they speaking? | |
| Please list other dignitaries invited/attending | |
| Number of guests (The expected size of the audience) | |
| How were the guests selected? If it was by formal invite will these be checked upon guests arrival? By whom? | |
| Has the audience been vetted for any potential security risks? If so by whom, and what is the outcome? | |
| Are the media being invited? If so who? Are you issuing a press release? | |
| Will alcohol be served? | |
| Dress Standard – please circle | Men - Black Tie / Business Attire / Medals Women – Evening Dress / Business Suit / Day Dress |
| Date and time of speech | |
| Duration of speech | 5 minutes (unless otherwise arranged) |
| Who should the Governor-General acknowledge by name in his speech? | |
| Subject(s) you would like the Governor-General to talk about (Please summarise as bullet points) | |
| Do you have any questions you need answered in relation to the Governor-General's attendance | |