



REQUEST FOR ATTENDANCE BY LADY SATYANAND - TO YOUR EVENT

Please complete all fields and return to the Programme Secretary,
Government House, Private Bag, Wellington 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 Lady Satyanand |
| Patron | Yes/No |
| Contact Person | Name |
| | Address |
| | Phone |
| | Mobile |
| | Fax |
| | E-mail |
| 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 Lady Satyanand's role? | |
| Venue: Please include directions – PLEASE NOTE EXACT ROOM, BUILDING & STREET | |
| The time when Lady Satyanand is required to arrive at the venue | |
| The expected time of departure | |
| Who will meet Lady Satyanand upon her arrival? | |
| 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) | |
| Has the audience been vetted for any potential security risks? If so, by whom, and what was the outcome? | |
| How were the guests selected? If it was by formal invite will these be checked upon arrival? By whom? | |
| 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 | 3 minutes (unless otherwise arranged) |
| Who should Lady Satyanand acknowledge by name in her speech? | |
| Subject(s) you would like Lady Satyanand to talk about (Please summarise as bullet points) | |
| Do you have any questions you need answered in relation to Lady Satyanand's attendance? | |