



REQUEST FOR ATTENDANCE BY LADY JANINE MATEPARAE 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 Janine Mateparae
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 Janine Mateparae's role?	

Venue: Please include directions: PLEASE NOTE THE EXACT ROOM, BUILDING & STREET	
When is Lady Janine Mateparae required to arrive at the venue?	
What is the expected time of departure?	
Who will meet Lady Janine Mateparae 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 Janine Mateparae acknowledge by name in her speech?	
Subject(s) you would like Lady Janine Mateparae to talk about (Please summarise as bullet points)	
Do you have any questions you need answered in relation to Lady Janine Mateparae's attendance?	