REQUEST FOR ATTENDANCE BY LADY SATYANAND - TO YOUR EVENT

Please complete all fields and return to the Programme Administrator, 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 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	
Venue: Government House Vogel Dinner max 18, Reception max 50	
Venue: Government House Auckland Dinner max 70, Reception standing max 150, Reception seated theatre style max 120	
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?	