



## REQUEST FOR ATTENDANCE BY THE GOVERNOR-GENERAL LT GEN RT HON SIR JERRY MATEPARAE AND LADY JANINE MATEPARAE 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](mailto:catherine.coad@govthouse.govt.nz)

<b>Organisation</b>	
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
<b>Function</b>	
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?	
<b>What is the Governor-General's role?</b>	

Venue: other than Government House <b>Please include directions – PLEASE NOTE EXACT ROOM, BUILDING &amp; STREET</b>	
Venue: Government House Wellington Dinner (State Dining Room) max 24, Dinner (Ballroom) 120, Reception (Ballroom) 300	
Venue: Government House Auckland Dinner max 70, Reception standing max 150, Reception seated theatre style max 120	
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 Janine Mateparae?	
Has the Prime Minister or other Ministers been invited? 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 arrival? By whom?	
Has the audience been vetted for any potential security risks? If so by whom, and what was the outcome?	
Are the media being invited? If so who? Are you issuing a press release?	
Will alcohol be served?	
Dress Standard – <b>please circle</b>	<b>Men - Black Tie / Business Attire / Medals</b> <b>Women – Evening Dress / Business Suit / Day Dress</b>
<b>Date and time of speech</b> Duration of speech is 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	