Email the completed form as an attachment to diary.admin@govthouse.govt.nz. We suggest you retain a copy of your submission.

You may find it useful to refer to the *Engaging with the Governor-General Guidelines* on our website.

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| **1. Organisation details** |
| Organisation name:       | Website:       |
| Brief history of organisation:  [ A brief overview of who you are, what you do. You may include information such as; year established, purpose, number of employees or members, key milestones, whether the Governor-General is patron to your organisation etc. ]     |
| Contact name:       | Position:       |
| Email:       | Phone:       |
| Does your organisation have any political affiliations?  [ YES / NO, if Yes, please describe]     |
| Has this organisation/event engaged with the Governor-General before:  [ YES / NO, if Yes, note when]     |

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| **2. Event details** |
| Event date:  [ Specific date / date range ]     | Event time:  [Start]     to  [Finish]     |
| Event name:       | Event venue:       |
| Event venue address:  [Complete street address, where the Governor-General would need to go ]     |
| Description of event: [Provide a brief outline of the format of your event. ]   |
| Cultural considerations: [Note whether there is any formal/specific cultural component to your event i.e. Powhiri, cultural group performing etc.]   |

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| **3. Event Social and Security details** |
| Dress code:  |
| [ ]  Black tie | [ ]  Business wear  |
| [ ]  Evening wear | [ ]  Day wear |
| [ ]  Medals may be worn | [ ]  Other  [ Please state ]     |
| Media coverage, including social media (#GovtHouseNZ): [if relevant, provide a brief description of media coverage you have arranged or anticipate. Also mention what social media will be covering this event i.e. facebook, instagram, twitter, any specific hashtags etc *- Note any recorded or broadcast material requires Government House clearance prior to release*]   |
| Health, Safety and Security considerations: [provide comment about what health, safety and security considerations you have made and whether there are any realised or potential risks associated with your event. Feel free to call us to discuss]   |

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| **4. Event Guests details** |
| Total number of anticipated guests:       |
| Describe guests:  [A brief and general description of the type or group of attendees i.e. Children under 5, Primary/Secondary/Tertiary students, senior citizens, business representatives, service personnel etc. A guest list may be attached]     |
| **Other VIP invited** | **Name** | **Attendance** | **Role** |
| [ ]  Prime Minister (note: it is unusual for both the PM and Governor-General to attend the same event unless of national significance i.e. ANZAC day) | confirmed/ invited  |  [describe their role i.e. speaking] |
| [ ]  Cabinet Minister  |  [Name and position]  | confirmed/ invited  |  [describe their role i.e. speaking] |
| [ ]  Official Dignitaries (e.g. Mayor, MP’s) |  [Name and position]  | confirmed/ invited  |  [describe their role i.e. speaking] |
| [ ]  Prominent Guests |  [Name and position]  | confirmed/ invited  |  [describe their role i.e. speaking] |
| [ ]  Other |  [Name and position]  | confirmed/ invited  |  [describe their role i.e. speaking] |

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| **5. Governor-General’s Role** |
| Purpose of inviting the Governor-General to your event:  |
|  [Describe why you are inviting the Governor-General to your event, what you would like them to do, and how their attendance would benefit your organisation]     |
| Details of what you are requesting the Governor-General’s involvement includes: |
| Proposed Arrival time:       | Proposed Departure time:       |
| Proposed role/activity: |
| [ ]  Present an award(s) | [ ]  Opening or Closing Ceremony / Cut the ribbon |
| [ ]  Speak  | [ ]  Unveil a plaque or similar |
| [ ]  Launch | [ ]  Other  [please specify]  |

Government House will acknowledge your submission by email and will advise you of the outcome as soon as possible. The Governor-General’s programme is typically scheduled 3-6 months in advance and is subject to change. If your event is within this timeframe, it may be difficult to accept.

If your event is accepted, our expectations will be based on the information you have provided above. Any changes will require prior approval from Government House.

We use the information collected on this form to fulfil the requirements of the Governor-General and their Office when considering attending an event and comply with the Privacy Act 1993 with regard to the use and storage of information. For further details, see Department of Prime Minister and Cabinet’s privacy policy, available at www.dpmc.govt.nz.