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:       |
| Physical address:       |
| Brief history of organisation: (Tell us who you are and what you do) |
|       |
| Event organiser:       | Position:       |
| Email:       | Phone:       |
| Has your organisation/event engaged with the Governor-General before? |
| If Yes, note when:       |

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| 2. Event details |
| Event name:       |
| Event date: [Specific date/date range] | Event time: [Start] to [Finish] |
| Government House Location: (Tick one)  |
| Type of event proposed |
| If Other, please describe:       |
| Tell us briefly about your event:Please include any specific components that you would like to incorporate (eg, cultural performance, banners and/or displays, themed menus etc.) |
|       |
| Event costs: How will this event be paid for? |
|  |  |  |
| Will media be invited to cover your event? |

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| 3. Guest details |
| Number of guests invited: |
|       |
| Who will you be inviting? (Eg, children under 5, senior citizens, business representatives etc.) |
|       |

|  |  |  |
| --- | --- | --- |
| 4. Other VIPs invited | Attendance | Role |
| (Note: it is unusual for both the PM and Governor-General to attend the same event unless of national significance eg, Anzac Day) | Names of those confirmed/invited | Describe their role (eg, speaking) |

|  |
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| 5. Governor-General’s role |
| When hosting an event, the Governor-General usually speaks and mingles with guests (depending on the event type). Does your event have any other requirements? (Please note: The Governor-General normally speaks for three to five minutes and does not do keynote speeches) |
|       |
| Which of the Governor-General’s strategic priorities does your event align with, and how? |
|  | Creativity – Auaha: Celebrating the diverse arts and culture of New Zealand |
| Brief explanation:      |
|  | Innovation – Waihanga: Turning new and imaginative ideas into reality |
| Brief explanation:      |
|  | Diversity – Matarau: Encompassing different people, perspectives, and their contributions |
| Brief explanation: |
|       |
|  | Leadership – Hautū: Helping people and communities achieve significant goals |
| Brief explanation: |
|       |

**Important notes**

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 4–6 months in advance and is subject to change. Invitations received at short notice are unlikely to be accepted.

Government House will make arrangements for your function based on the information provided in this form.
Any changes will require 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](http://www.dpmc.govt.nz)