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| C:\Users\MCSWANJ\Desktop\image.jpg | **HER EXCELLENCY**  **THE HONOURABLE MARGARET BEAZLEY AC KC**  **EVENT BRIEF FORM** |
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| **Event name:** |  |
| **Event day, date:** |  |
| **Time of event:** |  |
| **Event venue and address:** |  |
| **Is this an outdoor event?** |  |
| **Host organisation(s)/ event invitation from:**  *(Name, role/title)* |  |
| **Brief description of event:**  *(Purpose/ background and nature of event)* |  |
| **The Governor’s role:** |  |
| **Dress code:** |  |
| **Running order/ Order of proceedings:**  *(Key timings ie. guest arrival, formalities and conclusion of event)* |  |
| **Governor’s arrival time:** |  |
| **Arrival and departure location for Vice-Regal car:**  *(Include location of carpark for  Vice-Regal car)* |  |
| **Who will meet the Governor on arrival:**  *(Name/s, position, organisation and mobile number)* |  |
| **Who will be presented (introduced) to the Governor:**  *(Name, position and organisation)* |  |
| **Location of presentations:** |  |
| **Gift presentation:** | ***Please note Government House Sydney does not encourage gift giving*** |
| **Number of event attendees:**  *(Invitations sent/RSVPs expected)* |  |
| **VIP guests:**  *(Including Local Member, Ministers and parliamentary colleagues)* |  |
| **Media arrangements and media contact:** |  |
| **Official photographer details:** |  |
| **Departure time:** |  |
| **Contact person(s) on the day:**  *(Name, position, email address, landline and mobile numbers)* |  |
| **Brief prepared by:**  *(Name and date)* |  |