



## GOVERNMENT HOUSE, QUEENSLAND Planning Guide

PLEASE RETURN THIS FORM TO: THE AIDE/ADC, OFFICE OF THE GOVERNOR, GPO BOX 434, BRISBANE QLD 4001

Your assistance is sought so that sufficient information is at hand to:

- ❖ enable the Governor / Mr McCosker to be fully briefed in advance;
- ❖ enable the commitment to your organisation to be fulfilled satisfactorily; and
- ❖ ensure that the needs of your organisation are met.

<b>NAME OF YOUR EVENT</b>		<b>DAY/DATE</b>	
<b>HOST ORGANISATION</b>			
<b>CONTACT NAME &amp; POSITION</b>			
<b>CONTACT NUMBERS</b>	<i>(B/HOURS)</i>	<b>MOBILE</b>	<b>FAX</b>
<b>WHO WILL MEET THE VICE-REGAL PARTY ON ARRIVAL AT THE VEHICLE?</b> <i>PLEASE INCLUDE THEIR POSITION WITHIN YOUR ORGANISATION</i>			
<b>EXACT ARRIVAL TIME AND LOCATION OF FUNCTION</b>			
<b>ORDER OF PROCEEDINGS — INCLUDING VICE-REGAL ARRIVAL AND DEPARTURE TIMING</b> <i>PLEASE ATTACH SEPARATE RUNNING SHEET WITH A FULL ORDER OF PROCEEDINGS FOR THE EVENT</i>			
		<i>Example only:</i>	
		9.30am <i>Her Excellency arrives</i>	
		9.32am <i>The Governor is escorted into the function room</i>	
		9.35am <i>The Governor is announced and seated</i>	
		9.36am <i>Official proceedings begin (an outline of the full order of proceedings must be provided)</i>	
		10.25am <i>The Governor's departure is announced</i>	
		10.30am <i>The Governor departs</i>	
<b>DRESS FOR THE OCCASION (EG. DAY DRESS; LOUNGE SUIT; COCKTAIL; BLACK TIE; UNIFORM)</b>			
<i>HER EXCELLENCY:</i>			
<i>MR MCCOSKER:</i>			
<b>NUMBER OF GUESTS ATTENDING</b> <i>NB. A GUEST LIST IS REQUESTED AS SOON AS ONE IS AVAILABLE. PLEASE GIVE NAMES OF OTHER VIPS EXPECTED (BIOGRAPHIES FOR VIPS ARE REQUIRED)</i>		<b>SEATING PLAN ATTACHED (YES/TBC)</b> <i>PLAN SHOULD BE FORWARDED NO LATER THAN 1 WEEK PRIOR TO THE EVENT</i>	
<b>ARE DECORATIONS TO BE WORN</b>		<b>WET WEATHER ARRANGEMENTS</b>	
<b><u>PLEASE CONTACT THE AIDE IF NEEDED</u></b>			
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