



GOVERNMENT HOUSE, QUEENSLAND

Guide to Speeches

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

Your cooperation is requested in returning the requested details by the due date with the intention that any speeches for the Governor and / or Mr McCosker:

- ❖ may be prepared in a timely manner;
- ❖ meet the needs of the occasion;
- ❖ do not cut across or duplicate other speakers; and
- ❖ reflect the theme(s) desired by your organisation.

NAME OF YOUR EVENT	DAY/DATE
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PLEASE ASSIST THE DEVELOPMENT OF THE GOVERNOR'S SPEECH BY ENCLOSING THE RELEVANT INFORMATION REQUESTED IMMEDIATELY BELOW –
PLEASE TICK MATERIAL ENCLOSED

- | | | | |
|----|--|---|--------------------------|
| 1. | THEME | PLEASE SUGGEST THE PARTICULAR SPEECH THEME/S SOUGHT BY YOUR ORGANISATION FOR THE OCCASION | <input type="checkbox"/> |
| 2. | LENGTH OF SPEECH | PLEASE INDICATE THE LENGTH OF SPEAKING TIME | |
| 3. | YOUR ORGANISATION | ORGANISATIONAL HISTORY, AIMS AND OBJECTIVES | <input type="checkbox"/> |
| 4. | CONFERENCE OPENINGS | AGENDA, CONFERENCE TOPICS AND KEYNOTE SPEAKERS | <input type="checkbox"/> |
| 5. | ART/MUSEUM EXHIBITIONS | CATALOGUE OR SIMILAR MATERIAL IS REQUIRED <u>WELL IN ADVANCE</u> OF EVENT | <input type="checkbox"/> |
| 6. | AGRICULTURAL SHOWS | HIGHLIGHTS; INITIATIVES; LEVEL OF ENTRIES IN EXHIBITS AND COMPETITIONS | <input type="checkbox"/> |
| 7. | BUILDING OPENINGS | PURPOSE OF BUILDING; HISTORY AND COST OF PROJECT; SOURCE OF FUNDING; DATE OPERATIONAL | <input type="checkbox"/> |
| 8. | KEY PEOPLE TO BE ACKNOWLEDGED (BIOGRAPHIES FOR THESE PEOPLE ARE REQUIRED) | | |
| 9. | COPY OF WORDING FOR PLAQUE'S HER EXCELLENCY IS UNVEILING (IF APPROPRIATE) IS TO BE SENT TO THE AIDE/ADC FOR APPROVAL <u>PRIOR</u> TO ORDERING | | |

TITLE	PREFERRED FIRST NAME	SURNAME	POSITION

<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">VENUE & AUDIENCE</th> </tr> <tr> <td style="width: 15%; padding: 5px;">VENUE TYPE <small>PLEASE ✓</small></td> <td style="padding: 5px;"> <input type="checkbox"/> AUDITORIUM <input type="checkbox"/> MEETING ROOM <input type="checkbox"/> OUTDOORS <input type="checkbox"/> INFORMAL GATHERING, AUDIENCE STANDING <input type="checkbox"/> OTHER </td> </tr> </table>	VENUE & AUDIENCE		VENUE TYPE <small>PLEASE ✓</small>	<input type="checkbox"/> AUDITORIUM <input type="checkbox"/> MEETING ROOM <input type="checkbox"/> OUTDOORS <input type="checkbox"/> INFORMAL GATHERING, AUDIENCE STANDING <input type="checkbox"/> OTHER	<p style="text-align: center;">INTENDED COMPOSITION OF AUDIENCE <small>EG. MEMBERS OF YOUR ORGANISATION, COMMUNITY, ACADEMICS, MPs, LOCAL AUTHORITY REPRESENTATIVES</small></p> <hr/> <p style="text-align: center;">PRELIMINARY ESTIMATE OF AUDIENCE NUMBERS</p> <div style="text-align: center; border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div> <p style="text-align: center;">CONTACT DETAILS <small>ENQUIRIES CONCERNING THE SPEECH SHOULD BE DIRECTED TO</small> (07) 3858 5722 – TEL (07) 3858 5701 – FAX speechwriter@govhouse.qld.gov.au</p>
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