



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.

NAME OF YOUR EVENT		DAY/DATE	
HOST ORGANISATION			
CONTACT NAME & POSITION			
CONTACT NUMBERS	(B/HOURS)	MOBILE	FAX
WHO WILL MEET THE VICE-REGAL PARTY ON ARRIVAL AT THE VEHICLE? PLEASE INCLUDE THEIR POSITION WITHIN YOUR ORGANISATION			
EXACT ARRIVAL TIME AND LOCATION OF FUNCTION			
ORDER OF PROCEEDINGS — INCLUDING VICE-REGAL ARRIVAL AND DEPARTURE TIMING PLEASE ATTACH SEPARATE RUNNING SHEET WITH A FULL ORDER OF PROCEEDINGS FOR THE EVENT		<i>Example only:</i> 9.30am Her Excellency arrives 9.32am The Governor is escorted into the function room 9.35am The Governor is announced and seated 9.36am Official proceedings begin (an outline of the full order of proceedings must be provided) 10.25am The Governor's departure is announced 10.30am The Governor departs	
DRESS FOR THE OCCASION (EG. DAY DRESS; LOUNGE SUIT; COCKTAIL; BLACK TIE; UNIFORM) HER EXCELLENCY: MR MCCOSKER:			
NUMBER OF GUESTS ATTENDING NB. A GUEST LIST IS REQUESTED AS SOON AS ONE IS AVAILABLE. PLEASE GIVE NAMES OF OTHER VIPS EXPECTED (BIOGRAPHIES FOR VIPS ARE REQUIRED)		SEATING PLAN ATTACHED (YES/TBC) PLAN SHOULD BE FORWARDED NO LATER THAN 1 WEEK PRIOR TO THE EVENT	
ARE DECORATIONS TO BE WORN		WET WEATHER ARRANGEMENTS	
PLEASE CONTACT THE AIDE IF NEEDED			
ADC ACTING INSPECTOR JONATHAN LAVIN	(07) 3858 5705 — TEL (07) 3858 5701 — FAX jonathan.lavin@govhouse.qld.gov.au	AIDE MS KERRI BEASLEY	(07) 3858 5706 — TEL (07) 3858 5701 — FAX kerri.beasley@govhouse.qld.gov.au