



Office of the Mayor

Events information sheet

Event details

Name of event

Organisation

Time and date of event

What time is Mayor Tory Whanau required to arrive and depart?

From:

To:

What is Mayor Tory Whanau's role at the event?

eg Keynote speaker, cutting ribbon, handing out awards, guest only

If Mayor Tory Whanau is unavailable are you happy for this invitation to be extended to the Deputy Mayor or another Councillor?

Yes

No

Contact/venue details

Contact person prior to event

Name:

Phone:

Email:

Contact person on the day

Name:

Phone:

Email:

Who will meet Mayor Tory Whanau upon arrival?

Name:

Phone:

Email:

Where will Mayor Tory Whanau be met at the venue?

Event venue address

Setting

Formal Informal
 Indoor Outdoors

Parking instructions

Please ensure there is a reserved clearly marked park for the Mayor which is easily accessible for both entry and exit.

Speech details

Purpose of speech

eg welcome, keynote address, award ceremony

Length of speech

Who should Mayor Tory Whanau acknowledge?

Speech content

Key messages, history and future of the event, topics you would like covered etc. Please be thorough.

What equipment do you have available?

Lectern

Yes

No

Powerpoint facilities

Yes

No

Microphone

Yes

No

Microphone Type:

Background information

Event summary

Programme of events

Please provide your run sheet five working days ahead of the event

Are there other dignitaries attending/speaking?

No

Yes

If yes, please provide their names:

Have other Councillors also been invited?

If yes, please provide their names.

No

Yes

If yes, please provide their names:

Dress code

Specify if this is a black tie event.

Attendance details

Expected attendance number

Please attach attendance list separately if available

Media presence

Yes

No

If yes, please provide details:

Please complete this form and return to tiumalu.sialava'a@wcc.govt.nz

- The Mayor's formal title is Her Worship Tory Whanau, Mayor of Wellington. She is very comfortable being addressed formally as 'the Mayor', and informally as Tory.
- The Mayor may be accompanied to your event by a Mayoral Office staff member. Details will be provided prior to the event.
- Due to the nature of the Mayor's commitments, there may be occasions when cancellations for attendance at events, may need to occur at late notice.

Please note information about events with the Mayor of Wellington will be proactively released (this does not include personal matters or regular Council events). This is to enable greater transparency and proactive release of information about the Mayor of Wellington City Council throughout this triennium. For each event in scope, the summary would list: date, brief description, location and who the event was with. If you attend an event with the Mayor on behalf of an organisation, the name of the organisation will be released.

If you are a senior staff member at an organisation, or meet with the Mayor in your personal capacity, your name may also be released. The location of the event will be released, unless it is a private residence. All information will be considered under the provisions of the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993.