



## Office of the Mayor

### Events information sheet

Event details		
Name of event		
Organisation		
Time and date of event		
What time is Mayor Andy Foster required to arrive and depart?	From:	To:
What is Mayor Andy Foster's role at the event? eg Keynote speaker, cutting ribbon, handing out awards, guest only		
If Mayor Andy Foster is unavailable are you happy for this invitation to be extended to the Deputy Mayor or another Councillor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact/venue details		
Contact person prior to event	Name:	Phone:
		Email:
Contact person on the day	Name:	Phone:
		Email:
Who will meet Mayor Andy Foster upon arrival?	Name:	Phone:
		Email:
Where will Mayor Andy Foster be met at the venue?		
Event venue address		
<b>Parking Instructions</b> 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 Andy Foster acknowledge?

### Speech content

eg key messages, history and future of the event, topics you would like covered etc

### What equipment do you have available?

#### Lectern

Yes

No

#### Powerpoint facilities

Yes

No

#### Microphone

Yes

No

#### Mic type

Yes

No

## 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  Not

If yes, please provide details:

**Please complete this form and return to [mayoral.meetings@wcc.govt.nz](mailto:mayoral.meetings@wcc.govt.nz)**

- The Mayor's formal title is His Worship Andy Foster, Mayor of Wellington. He is very comfortable being addressed formally as 'the Mayor', and informally as Andy.
- 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.