



## Governor Hosted Event Information

The Governor and Ms Annus are pleased to host functions in the House and Gardens as part of the official hospitality program.

Standard event formats include; morning or afternoon teas, receptions, round table discussions and lectures. The time allocated for most functions is one and a half hours. The Governor and Ms Annus are happy to consider functions that fall outside of these formats, however these should be discussed with the Events and Engagement Team for suitability prior to submitting a request.

The most appropriate room or location within the House or Gardens will be allocated for your function based on the type of function, size and other activities scheduled.

### Responsibilities of the Organisation

- Provision of a comprehensive guest list supplied in the requested format
- Provision of relevant background information for the event
- Provision of brief biographies for principal guests
- Speech notes for the Governor's consideration clearly outlining two to three key messages and a copy of your organisation's remarks.

### Responsibilities of Government House

- Sending formal invitations and collation of RSVP's
- Developing the order of arrangements
- Speech liaison and preparation
- Catering and hospitality service
- Event organisation and supervision
- Supply of name tags and place cards (if applicable)
- Event MC duties
- Greeting and directing guests.

## Conditions

Detailed terms and conditions for individual events are discussed and agreed upon on approval of your request. The following conditions apply to all functions hosted by the Governor:

- As a general rule, media representatives are not invited to cover in-house functions
- The Governor is not able to host ticketed events or functions
- Marketing materials including pamphlets, brochures and banners are not permitted at Government House
- Limited parking is permitted at the discretion of Government House
- Guest lists may be altered at the discretion of the Office of the Governor in order to add value to the function. Your organisation will be advised of any amendments
- Attendance at all Governor-hosted functions is by invitation only and RSVP's are essential in order for Government House to comply with COVID-19 contact tracing requirements. State Government COVID-19 guidelines apply for all events held at Government House
- Given the Governor's busy schedule, Government House respectfully ask for the organisation's cooperation in ensuring that events run to time and guests leave in a timely manner at the conclusion of the event.

## Timeframes

### 8-12 weeks prior to event

Form A is submitted by the organisation for consideration by the Governor and Ms Annus.

### 8-10 weeks prior to event

Official correspondence confirming the event is sent to the organisation. Guest list, background information, biographies and speech notes are requested from the organisation.

### 6-8 weeks prior to event

Completed comprehensive guest list is required from the organisation. Function format is confirmed by Government House and information is provided to the organisation.

### 4-5 weeks prior to event

Invitations are sent by Government House.

### 3 weeks prior to event

Guest RSVP's are collated, final guest list confirmed, and order of arrangements drafted by Government House. Guest biographies and key speech notes are required from the organisation.

### 1 week prior to event

Government House confirms all parking and dietary requirements with guests and finalises details with the organisation.

### Event

Government House facilitates event.

## Enquiries

The Events and Engagement team at Government House are happy to discuss your event and answer any questions or enquiries.

**Phone:** (08) 9429 9199

**Email:** [functions@govhouse.wa.gov.au](mailto:functions@govhouse.wa.gov.au)



GOVERNMENT HOUSE  
WESTERN AUSTRALIA

(08) 9429 9199  
[functions@govhouse.wa.gov.au](mailto:functions@govhouse.wa.gov.au)  
[www.govhouse.wa.gov.au](http://www.govhouse.wa.gov.au)  
13 St Georges Terrace, Perth WA 6000