



SPECIAL OCCASION MESSAGE REQUEST FORM GOVERNOR GENERAL OF CANADA

Occasion

Requestor

Miss Ms. Mr. Mrs. Name:

Organization: Address:

City: Province: Postal Code:

Telephone: Email(s):

Web site(s) (if applicable):

Intent

To be printed: Yes No Date Required (indicate print deadline, if applicable):

Publication Name/Type:

To be issued as a press release or part of a press package: Yes No

To be read aloud: Yes No

Other (specify):

Photograph of Governor General Required

Preferred language of text: English French English and French

Deliver Message to: Directly to requestor (same address as above) Someone other than requestor

Alternate Address

Miss Ms. Mr. Mrs. Name:

Organization: Address:

City: Province: Postal Code:

Telephone: Email(s):

Web site(s) (if applicable):



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Please complete and send this form to Editorial Services at Rideau Hall, 1 Sussex Drive, Ottawa, Ontario, K1A 0A1, by fax to 613-998-8760, or by email to info@gg.ca. If you have any questions, please contact Correspondence at 613-993-2189. The OSGG requires a **minimum of six (6) weeks** from the time the request is received, for the preparation and approval of messages.

If you have already submitted a request for a message, please do not send additional copies of the same via fax, email or regular mail.

SUPPORTING INFORMATION REQUIRED:

for an individual:	A paragraph describing contributions, accomplishments and future plans; a resume or biography.
for an organization:	An historical overview, annual report or other relevant material.
for an event:	An event program or schedule, and/or a detailed description of the event, its history and its aims.