SPECIAL OCCASION MESSAGE REQUEST
GOVERNOR GENERAL OF CANADA

EVENT INFORMATION

Event name: _____

Event date: _____ Message delivery date: _____

Organization: _____

Organization website: _____

Language of message: ☐English ☐French ☐English and French

Photograph of the Governor General required?: ☐Yes ☐No

How will the message be used? (Check all that apply)

☐Printed in an event program ☐Read aloud at the event ☐Framed and displayed

☐Other (Specify): _____

_____

REQUESTER INFORMATION

The contact person must be authorized by the organization to request the message and should be able to answer any questions related to the request.

☐Mr. ☐Mrs. ☐Ms. ☐Other (specify)_____

Name:_____

Email: _____ Phone number: _____

MESSAGE DELIVERY

☐Mr. ☐Mrs. ☐Ms. ☐Other (specify)_____

Name:_____

Please provide an email address if you wish to receive your message electronically.

Email: _____

Please provide a mailing address if you wish to receive a paper copy of your message.

Civic address: _____

City: _____ Province: _____ Postal Code: _____

Please complete and send this form either by email to messages@gg.ca, by fax to 613-998-8760, or by regular mail (no postage required) to

Office of the Secretary to the Governor General
c/o Editorial Services
Rideau Hall
1 Sussex Drive
Ottawa ON K1A 0A1

If you have any questions, please contact Editorial Services at 613-993-2189 or messages@gg.ca.

ADDITIONAL INFORMATION

- **The completed request form must be received no later than eight weeks prior to the requested delivery date.**

- It is the responsibility of the requester to complete the form in full. Failure to do so may result in a later delivery date or your request being refused.

- The Office of the Secretary to the Governor General (OSGG) will assess each message request on a case-by-case basis and will notify the requester if a message cannot be provided. Due to time constraints and a high volume of applications, we cannot accept every request.

- Messages are written in support of a designated event. They are not intended, nor can they be used, for any other purpose, nor can they be distributed by any other means, including websites, social media or marketing/endorsement materials.

- Requests for messages to celebrate a new position, promotion, retirement or personal event will not be accepted.

- Messages will not be provided to organizations that are partisan or political in nature, nor will they be given to sitting politicians.

- Messages will be sent to the recipient organization(s) directly and cannot be delivered via a third party (i.e. members of federal/provincial Parliament, municipal officers, etc.).

- Messages cannot be altered in any way without prior written approval from the OSGG.

- The language of the message must not be changed without permission. Translations into French or English are the responsibility of the OSGG.