

AMBASSADOR EVENT BRIEF

All councils hosting an Australia Day Ambassador are required to complete this brief and send it to their Ambassador ahead of the event. Councils are required to work closely with their Ambassador in the lead up to Australia Day to ensure they have key information regarding their role at the event.

Please attach the event run sheet or program to this brief.

EVENT INFORMATION	
Event name	
Host council	
Date	
Time	
Location	<i>Please include venue name, address, and room name/number (if applicable)</i>
Ambassador arrival time	
Parking/arrival instructions	
Dress Code	
Ambassador will be greeted by	
Ambassador's role	<i>e.g. guest speaker, MC, competition judge, present award certificates etc.</i>
Brief description of event	
AMBASSADOR PRESENTATION DETAILS (if applicable)	
Presentation time	
Length of presentation	
Presentation topic	
Target audience	<i>Please provide a brief overview of who you expect to attend your event. Demographic information such as age, background and interests will assist your Ambassador with tailoring their presentation to your local community.</i>
Anticipated attendance	
Acknowledgements	<i>Will there be any VIPs/dignitaries in attendance who the Ambassador should acknowledge in their address?</i>
Name of local Aboriginal group	<i>Please also include pronunciation. Include who will be responsible for the Welcome to / Acknowledgment of Country</i>
AV facilities	<i>Please detail what audio-visual equipment (if any) will be available for the presentation.</i>
Additional speaker information/requirements	<i>Is the Ambassador to be involved in a Citizenship Ceremony or any other formalities? (Detail involvement)</i>
EVENT CONTACT	
Name:	
Phone:	
Email address:	