

TO REQUEST AN EVENT MESSAGE

from the Honourable David C. Onley, Lieutenant Governor of Ontario

Complete this form and fax it to 416-325-7787 or mail the form to the
Office of the Lieutenant Governor of Ontario, Queen's Park, Toronto, Ontario, M7A 1A1
For inquiries, contact the Correspondence & Research Coordinator at (416) 325-7784.

Occasion _____ Event Date _____

Organization _____ Website _____

THE FOLLOWING SUPPORTING INFORMATION IS REQUIRED:

About the Occasion – program or schedule, and the history, description and purpose of the event

About the Honouree(s) – biography, summary of accomplishments, and description of award(s)

About the Organization – historical overview, annual report, aims, and service to the community

The message will be: Published Read aloud Issued to media Framed

Photograph: Yes No Colour Black+white Message language: English French

Date Required (indicate printing deadline, if applicable) _____

SEND THE MESSAGE TO:

Contact Person _____ Tel. (_____) _____

Organization _____

Address _____

City / Town _____ Province _____ Postal Code _____

PLEASE ALLOW SIX WEEKS FOR THE PREPARATION OF THE MESSAGE.
Courier or delivery charges for any request submitted with less than
six weeks' notice will be the responsibility of the requestor.