

## **Guidelines for Vin d'Honneur Application**

As you may be aware the Vin d'Honneur, which simply translates to 'wine of honour', is a civic reception that provides an excellent vehicle for the States of Guernsey to give a special welcome to visiting groups, especially first time visitors, who are on the island as a direct result of a conference of formal business event being held here in Guernsey.

- Complete the Vin d'Honneur application form and return to the Commerce and Employment Department. This application should relate to business, enterprise or charitable events being held in Guernsey.
- In order to consider your request please could you provide us with as much background information as you can about the event, especially if the conference coincides with an important anniversary.
- For Vin d'Honneurs relating to leisure activities or events please contact Claire Symphorien at the Culture and Leisure Department (tel. 01481 713888 email: [claire.symphorien@cultureleisure.gov.gg](mailto:claire.symphorien@cultureleisure.gov.gg))

### **Guidelines to qualify for Vins d'Honneurs are as follows:**

- A minimum of 40 visitors, unless the conference is a first-time event or the conference is being held during a special anniversary year for your organisation, at least 50% of the attendees should be 'first time' visitors to the island.
- In the case of conferences, which are organised locally a maximum of 5 islanders may attend as representatives of the Event Organising Committee. For applicants that wish to invite 'Islanders' (including partners, if appropriate) in addition to the Organising Committee, the ratio of Islanders should be about 1:10 unless by special arrangement.
- Following these guidelines, if the application is successful, applicants will be responsible for the sending of both local and off island invitations and collating responses.
- Final details and numbers of guests will need to be approved by Commerce and Employment no later than one week prior to the date of the Vin d'Honneur in order to finalise catering arrangements.
- Trade and Media will be responsible, for securing the venue, for organising the reception, including a welcome address delivered by a Political Member from our Department.

A Vin d'Honneur will only be held in locations outside of States of Guernsey venues by special arrangement. A decision and response letter will be sent by Commerce and Employment within 7 days of receipt of your application.

Thank you for your interest at this time. We look forward to welcoming you to Guernsey.