

Delegation hosting checklist

Eastern Bridge Limited — free guide, October 2026. A short checklist for councils, iwi, schools and community organisations hosting an overseas delegation in New Zealand. It covers the basics in the right order. It does not cover partner checks, protocol detail or programme design — talk to Eastern Bridge before you confirm a visit.

1. Before you say yes

- ■ Who is visiting, in what roles, and who is paying for what?
- ■ What does the visit need to achieve for your community?
- ■ Have the visitors and any partner organisation been checked?
- ■ Who is the single point of contact on each side?

2. Six to eight weeks out

- ■ Confirm dates, group size, names (as on passports) and dietary or access needs.
- ■ Invitation letters and any visa support letters issued, if needed.
- ■ Draft programme shared for comment: welcome, meetings, site visits, rest time.
- ■ Interpreters booked for formal sessions, if needed.
- ■ Budget prompts noted: venue, catering, local transport, interpreting, gifts, photography, staff time.

3. Two to three weeks out

- ■ Programme, venues and speakers confirmed in writing.
- ■ Gifts and protocol agreed (who gives what, in what order, who speaks first).
- ■ Media plan agreed: photos, consent, who may publish, under-18 rules.
- ■ Emergency contacts, insurance and a wet-weather plan in place.

4. The week before

- ■ Final run sheet shared with everyone who has a role.
- ■ Name badges, seating, signage and printed programmes checked.
- ■ Driver, pick-up points and timing for each move confirmed.

5. On the day and afterwards

- ■ Welcome done properly, with time for people to meet before business starts.
- ■ Notes and photos captured, with consent.
- ■ Thank-you letters sent promptly, in the visitors' language where appropriate.
- ■ Follow-up actions, owners and dates recorded. A visit only counts if something happens next.

Talk to us

Eastern Bridge helps councils, iwi and communities check partners, plan programmes and host delegations well. Your first conversation is free and confidential.

Contact: simon@easternbridge.co.nz — easternbridge.co.nz/contact/

This checklist is general information only. It is not legal, immigration or protocol advice for a specific visit.