

Applying for Endorsement of the Consulate-General of Japan

Guidelines for applying to use the name of the Consulate-General of Japan in Perth
for event endorsement

May 2012

Organisations etc. wishing to use the name of the Consulate-General of Japan in Perth to endorse events they are planning should first read the guidelines below and then post their application. (Please use the documents attached or use a similar format.)

Please note that the Consulate-General of Japan in Perth may not be able to grant permission to use its name.

1. Application period

Please apply about a month and a half prior to the date on which you plan to start using the name of the Consulate-General in advertising the event.

(Note: Use of the title "Consulate-General of Japan in Perth" on posters, websites etc. is permitted only after notice granting permission from the Consulate-General is received.)

2. Necessary documentation etc.

Please prepare the necessary documents listed below (1 - 5) when applying for endorsement of the Consulate-General of Japan in Perth. Please use A4 paper (pamphlets etc. already printed are excepted).

(1) Pledge and Application to Use the Name of the Consulate-General (see attached Word file)

- Please fill in the necessary details and ensure you sign the form
- Please follow the instructions of the Consulate-General of Japan in Perth if regions etc. which have no formal diplomatic relationship with Japan, e.g. Taiwan etc., will be involved in your event

(2) Event Details Form (see attached Word file)

Please fill out the items listed on the form. If you have planning documents already prepared, please include them with the application.

(3) Income and Expenditure Budget (see attached Excel file)

(Any format is acceptable given A4 paper is used. If you are unsure how to create the form please refer to the attached example file to detail expected income and expenditures.)

If income from the event is expected to exceed expenditures, you must state clearly that this surplus will be donated to a trustworthy charitable organisation or event or allocated towards the next non-profit event.

If income from the event is expected to fall short of expenditures, you must state clearly that the applicant and the organisation holding the event will incur the loss.

(4) Information about the hosting organisation

Organisation rules, regulations, charitable donations, committee list, organisation history, results of past events, etc.

Please note it may be possible for the following organisations to omit some of this information - please contact the Consulate-General before applying.

1. When the event has had prior endorsement of the Consulate-General
2. Government, diplomatic corps in Japan, consular institutions, local government bodies, public corporations under the administration of the Ministry of Foreign Affairs of Japan

(5) Other reference information

List of items to be displayed (exhibitions), details of works (movies, stage plays etc), program details (concerts), outline of performers or public speakers (concerts, seminars etc), application guidelines (public displays, contests etc), and so on.

3. Events the Consulate-General is unable to endorse

- Events held with the intention of making a profit or events which provide little benefit for the general public
- Events held by political, religious or similar organisations
- Events not in line with public order and morals
- Events deemed inappropriate in diplomatic terms
- Events deemed as not contributing to Japanese diplomatic relations or international goodwill through Japan or other nations