**Writing a Submission – Checklist**

You will need:

* At least 2 pieces of paper.
* 1 blank, plain envelope.
* A pen to write with (not a pencil).

**STEP 1.** **Cover Letter**

On **one sheet of paper**, write a Cover Letter including the following:

* The date.
* What the submission is about – Submission on End of Life Choice Bill.
* Who it is to – To the Justice Select Committee.
* Who the submission is from – your name.
* Your contact details – email address, physical address, daytime telephone.
* Whether you would like to speak to the Committee in person or over the phone (optional).

**STEP 2.** **Submission**

On **a different sheet of paper**, write your Submission. Make sure to include:

* Who it is to – the Justice Select Committee.
* Your position on the Bill – ‘I oppose the End of Life Choice Bill’.
* Your reason(s) for your position in your own words. (2-3 sentences is sufficient)
* Your name and signature at the end (but no other personal details).

**STEP 3.** **Envelope**

Write on your envelope the following address:

*Committee Secretariat*

*Justice Committee*

*Parliament Buildings*

*Wellington*

**FINISHED?**

When you’re finished writing:

1. Check your submission and cover letter to make sure you have included everything under steps 1 and 2.
2. Put your submission and cover letter inside the envelope – **DO NOT SEAL THE ENVELOPE.**
3. Hand your unsealed envelope containing your submission to the person coordinating submission writing. They will make a second copy, as required, and then organise for it to be sent off.