



## 2021 Invitation for President's Visit

District/Network Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Dates to Arrive/Depart: \_\_\_\_\_

The exact location of the Event (Send Detailed Directions):

Hotel/Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Confirmation #: \_\_\_\_\_

Will the President's room be in the same location? Y or N

If not, where will it be? \_\_\_\_\_

Who will be the President's Official Host/Hostess throughout the visit? Phone #?

\_\_\_\_\_

What type of participation would you like from the President? (Speaker, Workshop, Panel, Installing New Officers): \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_ Time allotted for talk: \_\_\_\_\_ Time To Arrive: \_\_\_\_\_

Will there be another function, the President will be attending? (I.e: social, etc.): Y or N

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Attire: \_\_\_\_\_

**Will you need the following equipment: \_\_\_Screen \_\_\_Projector \_\_\_Speakers**

**\*Please, have someone available to retrieve these items from the President upon arrival.**

Please supply/attach any additional information that may be helpful. (Event Flyer, Specifics)

District Vice President: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Phone #: \_\_\_\_\_