

Visits to chapter by Society and Regional Officers checklist

OFFICER NAME: _____

MEETING DETAILS

Date and time: _____

Location: _____

Topic of the program/meeting: _____

Meeting cost covered by host chapter? YES NO

Has there been time scheduled for the Visitor to speak at the meeting? YES NO

Suggest a focus for the RVC presentation relating to your specific chapter needs:

TRANSPORTATION

Has transportation to/from the airport been arranged? YES NO

Details: _____

ACCOMMODATIONS

Have accommodations been arranged and cost covered? YES NO

Location: _____

OTHER MEETINGS

It is expected that the host chapter fully use the time that the Visitor has made available in your area for the benefit of your members. Additional meetings within the industry are encouraged.

Have other meetings been arranged? YES NO

Details: _____

