

Visits to chapter by Distinguished Guests 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_