**Appendix 9A: 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 |  |
| Details: |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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: |  | | | | |
|  | |  | | | |
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