**Appendix 9A: Visits to chapter by Distinguished Guests checklist**

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| --- | --- |
| 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 |

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| --- |
| Suggest a focus for the RVC presentation relating to your specific chapter needs:  |
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| --- |
| TRANSPORTATION |
| Has transportation to/from the airport been arranged? | 🞎 Yes | 🞎 No |  |
| Details: |  |

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| ACCOMMODATIONS |
| Have accommodations been arranged and cost covered?  | 🞎 Yes | 🞎 No |  |
| Details: |  |

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| 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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