



2019 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)

Governor: _____ District Vice President: _____

Your Name: _____ Your Phone #: _____