

Protocol for VIP Events

It is the intention of the University

Purpose of the event
Name(s) of “special” invited guests
Sponsoring student organization
Name and contact information of the person in charge of the event
Name and contact information of the SLD or faculty advisor
Activity requested of “special” guest (i.e., role in the program)
Name of representative who will greet the VIP/president upon his or her arrival
If the VIP/president is being asked to make remarks, state the general topic and time limit
VIPs to confirm by a certain date they will be attending your event. Give the name of a contact person and telephone number.

Have several people (including your SLD advisor) proof invitations to insure that there are no grammatical errors and that the date, time, and place of your event are correct.

Include a guest parking pass for off-campus VIPs or have the pass waiting at the Visitor Information Center and enclose a campus map identifying the event location. Consider having a student meet VIPs at a prearranged location near the parking lot to escort the guest to the event venue.

Ask VIPs to confirm by a certain date that they will be attending your event. Give the name of a contact person and telephone number. If VIPs do not reply, call them to follow up. Verify that the VIPs will attend the event prior to the distribution of any public announcements, invitations or agendas.

If a VIP is a speaker, ask him/her for biographical information or a resume so that your program "emcee" can give an appropriate introduction at your event.

On the day of the program, have pre-printed name tags for VIPs, arrange designated seating, and assign a host. If a VIP is not a part of the formal program, it would be a gracious gesture for the emcee to acknowledge the VIP's presence at the beginning of the program.

After the program, send “Thank You” notes.

SLD Advisors will

1. Proof invitations to insure that there are no grammatical errors and that the date, time, and place of your event are correct.

2. Notify the campus Government & Commun4(t1u{ p4e7u61 213.41 Tm{ 95.01 Tm{)JTET EMC1()14m

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3. Notify Karen Nakai and/or Liz Labrador of the Office of the President that a U.S. government or foreign dignitaries has been invited to campus.
4. Follow up with V.P. for Student Services as necessary.
5. Make any necessary arrangements by contacting University Police in the cases when U.S. government officials or foreign dignitaries have been invited to participate in student events.
6. Confirm parking arrangements.
7. Verify that the VIPs will attend the event prior to the distribution of any public announcements, invitations or agendas.