

Dignitary Visits to Campus Protocol and Notification Procedures



[Complete all shaded areas and email this form as an attachment to the appropriate office]

January 4, 2017

TO: [Vice Provost Kelechi Kalu](#)
 [Assistant Vice Chancellor Elizabeth Romero](#)

FROM:

Name _____
 Department _____
 Campus Address _____
 Campus Extension _____ E-mail _____
 Alternate contact _____

Dignitary	Name: _____ Title or Governmental Role: _____ Country affiliation: _____
Visit	Date(s): _____ Begin time: _____ End Time: _____ Location: _____ Chancellor's participation requested? <input type="checkbox"/> No <input type="checkbox"/> Yes [please describe below]
Visit purpose/ Event Description	_____ _____ _____
Attachments	The following documents are attached [please check all that apply]: <input type="checkbox"/> Brief biographical information about the dignitary <input type="checkbox"/> Tentative schedule of activities/meetings and/or agendas <input type="checkbox"/> Guest list categories <input type="checkbox"/> Event funding information <input type="checkbox"/> Plans for security (if required)

cc: [Your Dean or Vice Chancellor]
[Associate Chancellor Christine Victorino](#)