



### **Checklist for State President's Visit**

The purpose of inviting the WCR Texas State President to your event is to promote the mission, vision, goals and operating values of WCR to your members

To accomplish this purpose, you will need to structure her visit so that she has exposure to as many members as possible.

*It is the responsibility of the host chapter to cover the following expenses for the President: hotel, entertainment, tickets, etc. The state chapter will cover the cost of the President's airfare if the request is made at least 30 days prior to the event. If an invitation is extended within 30 days of an event the host chapter will reimburse the state chapter for the president's airfare.*

The WCR President will:

1. Confirm acceptance of your invitation upon receipt of your completed Invitation form
2. Email her biography and photo to you (for promotion and introductions)
3. Inform you of her travel schedule as soon as it is known

#### **Before the President arrives:**

1. If President is staying overnight, confirm accommodations with President so that her office and family can reach her
2. Send final agenda or program to President. Allow at least 15 minutes for President to address the membership.
3. Assign a non officer as host to be with the President during her visit and introduce her to other chapter members
4. Choose a small gift for the President as a remembrance of her visit (State Secretary has a list of gift ideas)

#### **Day of Arrival**

1. Before picking her up at the airport, check the President's accommodations. Check into the room for her to make sure it is ready upon her arrival.
2. Verify flight arrival status. The host should meet the President in the baggage claim area and should have a placard with the President's name for easy identification

### **After the President arrives**

1. If time permits, the President may wish to rest and/or unpack first. Find out her preference. The President is there to meet your members and wants to be with the group so don't allow too much free time.
2. Be sure to confirm the schedule of activities with her upon arrival.(What she will be doing, when, where and with whom)
3. Seat the President at the head table at all functions
4. Arrange for someone to take the President to the airport at the end of her trip. If it is necessary for her to stay an extra night, plan to have dinner with her and for her to be taken to the airport the next day.

If you have any questions concerning the President's impending visit, please contact the State Secretary or State President for guidance.