



TEXAS CHAPTER

Invitation for Texas State Chapter President's Visit

Chapter Name: _____

Date of Event: _____ Location of Event: _____

What type of participation would you like from the President?
(Speaker: Luncheon, Breakfast, Workshop, Panel)

Anticipated attendance: _____ Time allotted for Talk: _____

Exact date of function: _____ Time: _____

Would you like the President to install new members? _____

Will there be another function the President will be attending? ie. social, etc. _____

Where, When, Attire _____

What is the exact location of the event: _____

Hotel/Facility _____

Address _____ City _____

Phone _____ E-Mail _____

Will the President's room be in the same location? _____

If not, where will it be? _____

Who will be the President's Official Host/Hostess throughout the visit:

Name: _____ Phone: _____

On what day and time should the President plan to arrive? _____

What day and what time will the President be free to leave: _____

Please supply any additional information that may be helpful. (Event Flyer)

Contact Name: _____ Phone: _____

Send detailed map/directions.