Date: _____

VISITING DIGNITARIES AND OFFICIALS CHECKLIST

1. Upon notification of a visit by a high ranking official or dignitary, the following checklist shall be used.

   a. Visit Title: _____

   b. Visit Coordinator: _____

   c. Date/Time Schedule Start: _____

   Finish: _____

   d. Reason for Visit: _____

   e. Name of VIPs:

   f. Senior Tour Guide: _____

   g. Other personnel who will accompany the tour group:

   h. Brief description of tour:

4 HOURS PRIOR TO ARRIVAL

1. Staff Duty Officer inspect the Quarterdeck area for cleanliness. _____
2. Staff Duty Officer walk the tour route. _____
3. Visit Coordinator inspect the Conference Room. _____
4. Ensure parking signs are prepared and posted. _____

2 HOURS PRIOR TO ARRIVAL

1. Staff Duty Officer walk tour route with the Visit Coordinator. _____

1 HOUR PRIOR TO ARRIVAL

1. Staff Duty Officer make final inspection of all preparations and make a report to the Executive Director. _____

DURING THE VISIT

1. All Directors and Department Heads will inform staff personnel of the following:
   a. Rendering proper honors for visiting dignitaries. _____
   b. Elimination of unnecessary personnel traffic in the area of the quarterdeck and outside the conference area during the visit. _____