

# FORM FOR NATIONAL GUESTS

**STATE PRESIDENT: Contact potential National Guest as early as possible for optimal availability**

Remember that a minimum honorarium of \$100 is requested to defray a small portion of the guests travel expenditures.

National Guest Name: \_\_\_\_\_

**Provide guest with the following information:**

Inviting State or Region	
Name & position of person issuing invitation	
Dates of meeting or event	
Date and time that first meeting begins	
Date and time that meeting is over *necessary for airline travel*	
Name of closest airport	
Travel time from airport to meeting location	
Type of attire for general meetings	
Type of attire for final dinner (formal or casual)	
Is banquet address requested? If yes, suggest a theme or topic please	
Is installation of officers requested?	
Other requests: workshops, etc	
Person providing airport transportation	
Cell phone number of contact person	
Is National Guest spouse included in the invitation?*	
Any other pertinent information helpful to guest	

\*If the spouse is included, the host is responsible for his/her registration and meals; if not, the National Guest may bring spouse but is responsible for his/her expenses.

Note from National Guest: Please remember the airline rules. Carry-on luggage is subject to search. Gifts such as large bottles of lotion & letter openers are not allowable. Flowers and large baskets are also not easily carried onto airplanes. Due to the duration of the trip and the airline charges for large luggage, many national guests just take a carryon piece of luggage. If you plan to give your guest a gift, please consider something small and a reminder of the area

A copy of this form should be sent to the National President

Approved list of national guests: Officers, Past National Presidents, Chair of the Council of State Presidents, Division Chairs and the Coordinator of Division Activities may represent the Federation at State meetings. ALL OTHERS MUST BE APPROVED BY THE NATIONAL PRESIDENT.