



PROTOCOL BASICS

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- **INVITATION**
- **INFORMATION**
- **IMPORTANCE**
- **HOSPITALITY**

INVITATION

VISITATION FORM ~

Make your request using the form available on our U.S. JCI Senate Website under Quick Links for Presidential Visitations/Other Presidential Matters.

NOTE: This form goes to the Chief of Staff, Logan Giesie #51120 ~ cos@usjcisenate.org

Questions? Please direct them to Chief of Staff, Logan

INFORMATION

Needed by your guest(s):

- **Confirmation of the person's name/host who will meeting them at the airport or other point of arrival.**
- **Appropriate attire for event or other activities attending &/or participating i.e. are they speaking, judging, touring, etc.**
- **Will they need formal wear. Weather forecast if outside activities.**

Needed by you as host includes:

- **Guest's itinerary ~ method of transportation ~ arrival time ~ a travel companion ~ any other special needs.**

IMPORTANCE

Recognize & introduce all past/present state & national officers in attendance along with spouses if in attendance. Spell & pronounce names CORRECTLY!

Note~ A name is the first thing people learn about you and serves as your personal identifier. Allows others to differentiate you from others and a sign of respect to use someone's name when addressing them.

Proper Order of Introductions:

- **Visiting NVP**
- **Your NVP**
- **Secretary**
- **Treasurer**
- **AVP**
- **US JCI Senate National President**

*** If a member of JCI USA whether President or their representative will speak at your meeting, they should speak immediately preceding the US JCI Senate President.**

HOSPITALITY

- Host or designee should remain with the guest throughout the visit. Allow for some free time for guest(s)
- Refrain from actively selling raffle tickets or other fundraisers; They will participate if they want to.
- Do not allow your national officers to be pressured into eating, drinking, or participating in any activity not becoming of their office.
- Ensure a goodie bag/basket of water (or drink/snack preferences) are in their sleeping room.