Prior to extending invitation to a high-level official/dignitary, the inviting person/unit/organization should:

✓ Prepare a visit proposal including
  - tentative schedule of activities and meetings
  - suggested level of the President’s participation
  - tentative guest list for each part of the event
  - risk security assessment and security plan (if applicable)

✓ Formulate a tentative budget for the visit, including costs and potential sources of funding for
  - Security
  - Catering
  - Vehicle and equipment rental
  - Honorarium (if applicable)
  - Lodging
  - Gifts (if applicable)

✓ Present proposal, budget, and brief biographical information on the official/dignitary
  - A faculty member should consult his/her department chair, dean and the Chief Academic Officer/Provost or Senior Vice President and Executive Dean for Health Sciences.
  - Staff should consult his/her manager/director, associate vice-president, or vice president.
  - Student organizations should consult with the Vice President for Student Affairs or the student affairs executive in the respective college or school.

✓ Notify the Chief of Staff, Office of the President.

✓ Consult widely with other units on campus who may have an interest in and/or be required to participate in the visit, such as units with related academic interests, the Ralph Bunche Center, the HU Alumni Association, and so forth.

Follow this checklist for issuing invitations to high-level officials/dignitaries as defined in the Policy and Procedures for Inviting Elected and Appointed Officials and Dignitaries to Howard University.