

Hosting a Dignitary Guide sheet

Name of Dignitary:

Position/Title:

Country/Government Affiliation:

Purpose of Visit:

Date(s) of Visit:

Length of Stay:

Sponsoring unit (Student, University, College/department):

Contact Name:

Phone Number:

Email/netID:

Invitation and approval processes

Will formal invitation be necessary?

Formality or for Visa purposes?

Date by which invitation must be sent?

Event(s)

Date of Event(s):

Cornell Administration/Faculty/Personnel involved?

Main Event/Public Speech/Keynote date/time/venue:

Security arrangements

Will Dignitary bring own security detail?

Contact of Dignitary Security liaison:

Budget (Must include):

Security fees (CUPD)

Security fees (other)

Speaker fees

Travel/Accommodations:

Venue Rental

Printing/Publicity

Advance planning/Notifications (please share this completed document)

Cornell Police Special Projects Manager (255-7304)

University Communications Office of Campus Relations (255-9344)

Office of Vice Provost for International Relations (if International) (255-6732)