

**Hosting a Dignitary
Process Form**

Please complete this form and forward it to the following:

Gina Giambattista, Campus Communications Officer

University Communications
(607) 255-9344; gina.giambattista@cornell.edu

Campus Relations will serve as the liaison between the sponsor, Cornell Police and the Office of the Vice Provost for International Relations (if international).

Anthony Piedigrossi, Special Projects Manager

*Cornell Police Department
(607) 255-7304; aap10@cornell.edu

Campus Police will determine security needs for the dignitary and provide budget figures for security.

(If international)

Laurie Damiani, Director of International Initiatives

Office of the Vice Provost for International Relations
(607) 255-6732; lad2@cornell.edu

The OVPIR will provide guidance, administrative support and advise on matters of protocol where foreign dignitaries are invited.

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Provide the following information:

**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?  yes  no

Invitation requested from: \_\_\_\_\_

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 (Please indicate that you have secured funding for each of the following, if necessary; the worksheet on page 2 is optional):**

| Expense Funding Confirmations             | Amount | Funding Secured? |
|-------------------------------------------|--------|------------------|
| Security fees (confirm figure with *CUPD) |        |                  |
| Security fees (other)                     |        |                  |
| Speaker fees                              |        |                  |
| Travel/Accommodations                     |        |                  |
| Venue Rental                              |        |                  |

**Budget Worksheet**

| <b>REVENUE (Income)</b>           | <b>Amount (\$\$)</b> | <b>Confirmed? (y/n)</b> | <b>Comments</b> |
|-----------------------------------|----------------------|-------------------------|-----------------|
| Sponsoring Organization           |                      |                         |                 |
| Co-Sponsor Contribution           |                      |                         |                 |
| Contribution                      |                      |                         |                 |
| Ticket Sales                      |                      |                         |                 |
| SAFC funding (undergrad students) |                      |                         |                 |
| GPSAFC funding (grad students)    |                      |                         |                 |
| Other Source(s) of funding        |                      |                         |                 |

**EXPENSES**

| <b>Production</b>                | <b>Estimated (\$\$)</b> | <b>Comments</b> |
|----------------------------------|-------------------------|-----------------|
| Speaker Fee(s)                   |                         |                 |
| Agent Commission                 |                         |                 |
| Police/Security                  |                         |                 |
| EHS and/or EMS                   |                         |                 |
| Venue Rental/Staff               |                         |                 |
| Sound and/or Lights              |                         |                 |
| Video/Livestream                 |                         |                 |
| Photography                      |                         |                 |
| Decorations/Plants               |                         |                 |
| Table/Stage Rental               |                         |                 |
| ASL Interpreters/Disability      |                         |                 |
| Travel/Transportation            |                         |                 |
| Accommodations/Lodging           |                         |                 |
| Ticket Printing/Sales Commission |                         |                 |
| Parking Permits                  |                         |                 |
| Miscellaneous Expenses           |                         |                 |

| <b>Hospitality/Catering</b>             | <b>Estimated (\$\$)</b> | <b>Comments</b> |
|-----------------------------------------|-------------------------|-----------------|
| Food for Guest (dinners, lunches, etc.) |                         |                 |
| Food for staff/crew                     |                         |                 |
| Reception                               |                         |                 |
| Other                                   |                         |                 |

| <b>Promotion</b>       | <b>Estimated (\$\$)</b> | <b>Comments</b> |
|------------------------|-------------------------|-----------------|
| Print Ads (newspapers) |                         |                 |
| Radio Ads              |                         |                 |
| Flyers/posters/chalk   |                         |                 |
| Other                  |                         |                 |

| <b>Miscellaneous</b> | <b>Estimated (\$\$)</b> | <b>Comments</b> |
|----------------------|-------------------------|-----------------|
| Gifts                |                         |                 |
| Petty Cash           |                         |                 |
| Other                |                         |                 |

Total Income: \_\_\_\_\_  
Total Expenses: \_\_\_\_\_  
Net Gain (Loss): \_\_\_\_\_