

Howard University

Visiting Dignitary/Official on Campus

Protocol and Notification Procedures Checklist

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*.