

**University of Wyoming Dignitary Visits to Campus
Protocol and Notification Procedures Checklist****

Prior to extending an invitation to a high-level dignitary*, the inviting unit should:

Prepare a visit proposal including

- tentative schedule of activities and meetings
- extent 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 dignitary to your

- Department chair, manager, or director;
- Dean;
- Vice President

Notify the following points of contact for dignitary visits

- Vice President for Governmental Affairs and Community Engagement:
Mike Smith (msmith21@uwyo.edu)
- President's Office: Kathy Murray (kmurra15@uwyo.edu)
- University of Wyoming Police Department: Mike Samp (bowhntr@uwyo.edu)
- Associate Vice President for Communications and Marketing: Chad Baldwin
(cbaldwin@uwyo.edu)
- Office of International Programs, if applicable.

Consult widely with other units at the University who may have an interest in and/or be required to participate in the visit, such as units with related academic interests, UW Physical Plant (for facility needs), the Alumni Association, and so on.

* Follow this checklist for issuing an invitation for a high-level dignitary, including heads-of-state/government; high-ranking members of royalty; U.S./foreign first spouses; former heads-of-state/government; sitting United States Cabinet members; high level representatives of foreign governments, including Ambassadors, Foreign Ministers, and Consuls General; current and former United Nations Secretaries General; non-Wyoming U.S. Senators and Representatives, and high-profile individuals who may generate substantial media attention and a large audience.

** This checklist **does not apply** to invitations issued to Wyoming's Governor, First Spouse, members of the Congressional delegation, the other four state elected officials, and Wyoming legislators to events on campus. Please do notify the Office of Governmental Affairs and Community Engagement when issuing an invitation to these dignitaries, to avoid multiple, conflicting invitations, as they are frequently invited to UW.