

University of Wyoming

Dignitary Visits to Campus

Protocol and Notification Procedures Checklist**

Prior to extending 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 Government, Community Affairs (care of Gloria Baker)
 - The President's Office (care of Kim Reichert)
 - The Office of International Programs (care of Anne Alexander), if applicable.

- ✓ **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 U.W. Police Department, 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 the Vice President for Government, Legal, and Community Affairs when issuing an invitation to these dignitaries, to avoid multiple, conflicting invitations, as they are frequently invited to UW.