



*We're Making a Difference in the Lives of our Students*

## PROTOCOL FOR VIP EVENTS

It is the intention of the Division of Student Services to appropriately recognize and accommodate special guests at division events. Such guests would include anyone, by virtue of his/her presence on the campus, who may be expected to draw special attention to or by the university or the community-at-large. Guests who would require “special” handling include state officials, individuals who hold public office, CSU Trustees and campus presidents (including our own campus president).

For example, when an invitation is extended to the campus president, a written invitation should be presented to the Office of the Vice President for Student Services at least ten working days in advance of the event. The vice president will review such invitations prior to forwarding to the President's Office. Invitations (or accompanying information) should include:

- » Date and time of event
- » Name(s) of “special” invited guests
- » Sponsoring office or division unit
- » Person in charge of the event
- » Purpose of the event
- » Event location
- » Activity requested of “special” guest (i.e., role in the program)
- » Name of unit manager/representative who will greet the president upon his arrival
- » If the president is being asked to make remarks, state the general topic and time limit

It is essential that there be confirmation that the “special” guest will attend the division event **prior to the distribution of any public announcements, invitations or agendas**. In the event of a program involving the campus president, his office should be provided with an advance copy of the agenda. Due to the quantity of events that the president attends, a time certain should not be established or published unless the president's staff has confirmed it.