

Protocol for VIP Events

It is the intention of the University to appropriately recognize and accommodate special guests at student organization 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, foreign dignitaries and campus presidents (including our own campus president).

When inviting U.S. government (elected or appointed) officials: local, state or federal officials and foreign dignitaries.

1. Notify and work closely with your Student Life and Development (SLD) advisor.
2. A written invitation should be presented to the individual or their assistant at least 30 working days in advance of the event.
3. It is essential that there be confirmation that the “special” guest will attend the student event prior to the distribution of any public announcements, invitations or agendas.

When inviting our campus President or other campus officials.

1. Notify and work closely with your Student Life and Development (SLD) advisor.
2. The written invitation to the president must be presented to the Office of the Vice President for Student Services at least 10 working days in advance of the event. The vice president will review such invitations prior to forwarding to the President's Office.
3. If you are inviting other university officials, a written invitation should be presented to the individual or their assistant at least 10 working days in advance of the event.
4. It is essential that there be confirmation that the “special” guest will attend the student event prior to the distribution of any public announcements, invitations or agendas.
5. 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.
6. In the event of a program involving the campus president, his office should be provided with an advance copy of the agenda.

Invitations (or accompanying information) should include:

- Title of event
- Date and time of event
- Event location

- Purpose of the event
- Name(s) of “special” invited guests
- Sponsoring student organization
- Name and contact information of the person in charge of the event
- Name and contact information of the SLD or faculty advisor
- Activity requested of “special” guest (i.e., role in the program)
- Name of representative who will greet the VIP/president upon his or her arrival
- If the VIP/president is being asked to make remarks, state the general topic and time limit
- VIPs to confirm by a certain date they will be attending your event. Give the name of a contact person and telephone number.

Have several people (including your SLD advisor) proof invitations to insure that there are no grammatical errors and that the date, time, and place of your event are correct.

Include a guest parking pass for off-campus VIPs or have the pass waiting at the Visitor Information Center and enclose a campus map identifying the event location. Consider having a student meet VIPs at a prearranged location near the parking lot to escort the guest to the event venue.

Ask VIPs to confirm by a certain date that they will be attending your event. Give the name of a contact person and telephone number. If VIPs do not reply, call them to follow up. Verify that the VIPs will attend the event prior to the distribution of any public announcements, invitations or agendas.

If a VIP is a speaker, ask him/her for biographical information or a resume so that your program "emcee" can give an appropriate introduction at your event.

On the day of the program, have pre-printed name tags for VIPs, arrange designated seating, and assign a host. If a VIP is not a part of the formal program, it would be a gracious gesture for the emcee to acknowledge the VIP's presence at the beginning of the program.

After the program, send “Thank You” notes.

SLD Advisors will

1. Proof invitations to insure that there are no grammatical errors and that the date, time, and place of your event are correct.
2. Notify the campus Government & Community Relations Office that a U.S. government or foreign dignitaries has been invited to campus.

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3. Notify Karen Nakai and/or Liz Labrador of the Office of the President that a U.S. government or foreign dignitaries has been invited to campus.
4. Follow up with V.P. for Student Services as necessary.
5. Make any necessary arrangements by contacting University Police in the cases when U.S. government officials or foreign dignitaries have been invited to participate in student events.
6. Confirm parking arrangements.
7. Verify that the VIPs will attend the event prior to the distribution of any public announcements, invitations or agendas.