

# Inviting a Special Guest (VIP)

Checklist		Person Responsible	Deadline	Done
1.	Determine whether to invite a VIP			
2.	Determine which VIP to invite			
3.	Identify the person's role, if any, at the event			
4.	Send letter of confirmation			
5.	Decide where to seat the person			
6.	Greet the person at the event			
7.	Introduce him/her			
8.	Arrange for gifts if needed			
9.	Send a thank you note			
10.	Other			