

High Country PETS Guest Speaker and VIP Checklist for Rotarian Coordinator

Speaker/VIP Name: _____

Contact Information: Phone _____ E-mail _____

Check when done	Care & Feeding DOs	Deadline Date
	Initial contact letter sent or phone call made. Welcome to them and introduction of self; speech time limits, day, time of presentation, expenses covered.	Oct. 1
	Send Speaker Information Letter with DERT AV policy	Oct. 30
	Contact Speaker/VIP about their travel plans (air/car/etc.)	Nov. 30
	Make room reservation at Hotel (if room is needed)	Jan. 15
	Send copy of the PETS Program & note room reservation is confirmed (if applicable). Also send the name, address & phone number of the Marriott)	Jan 15
	Confirm their Travel Plans: if by air, confirm arrival time and airline – make sure they have your cell number or other best contact information	Feb. 1
	Register Speaker/VIP for PETS	Feb. 10
	Confirm that DERT and Administrator have a copy of the Speaker/VIP response letter/AV information.	2/10/2013
	<u>If they are staying at the Hotel</u> , Check-in the Speaker/VIP before they arrive. Obtain room key.	Arrival Day
	Check out Hotel room– resolve any problems before they arrive.	Arrival Day
	If speaker gift is provided, have it in their room before they arrive or take it their car for them, preferably before they speak.	Arrival Day
	Pick up our Guest's REGISTRATION PACKET before they arrive	Arrival Day
	If ARRIVING BY CAR – meet our guest at the lobby entrance	Arrival Day
	If ARRIVING BY PLANE – meet our guest at baggage claim. DO NOT make them meet you at the curb outside (Take a second person to drive, if necessary)	Arrival Day
	Assist our guest with their luggage (if applicable) and then show them the Plenary meeting room; check out the AV equipment and function of any materials they have provided. Show our guest where they will be seated during the meal that is prior to their presentation	Arrival Day and at least 30 min. prior to speaking
	As our guest (if they are not familiar with the area) if they would like info on area attractions and/or shopping.	Arrival Day