**Visiting Delegation Checklist**

Visiting attendee list with names, titles, and organizational affiliation

Export Control Screening completed for all visitors; and any issues resolved (link to Export Control Office)

On campus attendee list

Budget developed and approved

Itinerary developed (draft available)

Itinerary items confirmed

Briefing materials for TAMU leadership created and shared

Briefing materials for visiting delegation created

Remarks prepared for any TAMU speakers

Run of Show created for any events where TAMU leadership is invited to speak/participate

Meeting spaces confirmed

Gift(s) – official gift to leader of delegation; individual gifts to other delegation members, if applicable

Meals and/or reception foods/drinks confirmed, dietary issues taken into consideration (cultural, religious, medical)

Bottled water or coffee/tea available in meeting room depending on weather, time of day

Lodging

Transportation (to/from Texas, campus, and campus meetings)

Other activities confirmed

Flag and poles reserved from Global Engagement and set up, if necessary ([link to form](https://forms.office.com/r/U18sCBt8n6))

Review of program details and materials with appropriate leadership

Prepare and send letters of invitation for visitor as needed (draft available)

Provide guests with access to Wi-Fi and emergency contact information