**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