



# GENERAL FEDERATION of WOMEN'S CLUBS

## Invite Confirmation and Guest Information

Use this form to provide written confirmation of invitations, details regarding the meeting, and the role of the invited GFWC Officer/Chairman as a follow up to a formal invitation.

State federations should review and abide by GFWC Standing Rules, Finances (2, 3, and 4) as well as the Guidelines for Invitations to GFWC Officers and Chairmen when inviting a GFWC Officer/Chairman to an official state meeting.

**REMEMBER TO KEEP A COPY OF THIS FORM FOR YOUR FILES.**

Complete the information requested below, copy the form (both sides), and submit it at least 30 days prior to the scheduled meeting to:

- Invited GFWC Officer or Chairman
- GFWC Public Affairs Department

Attn: Invite Confirmation  
1734 N Street NW  
Washington, D.C. 20036-2990

Invited GFWC Officer/Chairman \_\_\_\_\_ Title \_\_\_\_\_

Member Submitting Invitation \_\_\_\_\_ Title \_\_\_\_\_

Type of Meeting  Convention  Board of Directors Meeting  Other \_\_\_\_\_

State Federation \_\_\_\_\_

Meeting Start Date & Time \_\_\_\_\_ Adjournment Date & Time \_\_\_\_\_

Meeting Location (Hotel/Facility Name) \_\_\_\_\_

Address of Meeting Location \_\_\_\_\_

Meeting Location Phone (\_\_\_\_) \_\_\_\_\_ Meeting Location Fax (\_\_\_\_) \_\_\_\_\_

Nearest Airport to Meeting Location \_\_\_\_\_ Distance from Meeting Location \_\_\_\_\_

Lodging—Details regarding accommodations, including confirmation numbers:

\_\_\_\_\_  
\_\_\_\_\_

Local Transportation to/from Airport—Name/contact information, including mobile phone number, for individual meeting invited guest or details regarding taxi/shuttle transportation:

\_\_\_\_\_  
\_\_\_\_\_

If requesting a GFWC Officer, are photo and bio needed?  Yes  No

Mailing or e-mail address where photo and bio can be sent:

\_\_\_\_\_

**PLEASE COMPLETE THE BACK PAGE ►**

**PLEASE PROVIDE DETAILS REGARDING THE ROLE AND RESPONSIBILITIES OF THE INVITED GFWC OFFICER/CHAIRMAN.**

Use the chart below to provide the following details—see the sample in italics.

TYPE OF FUNCTION	DATE & TIME	ATTIRE	GUEST INVOLVEMENT / TIME LIMITS
<i>Opening Night Banquet</i>	<i>5/2/08, 7:00 p.m.</i>	<i>Cocktail Dress</i>	<i>Brief Greetings/2 min.</i>

If the invited GFWC Officer/Chairman is expected to conduct an installation, please provide the names and positions of the officers being installed below:

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Are there any other details that the invited GFWC Officer/Chairman should know? Please use the space below to provide that information regarding the meeting, transportation, special events or projects, state customs, or agenda that may be helpful to the GFWC Officer/Chairman as she prepares for her participation at your meeting. Please feel free to include additional pages and information, if necessary.

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Date submitted \_\_\_\_\_

Return as soon as possible, but no later than 30 days prior to the meeting date to:

Invited GFWC Officer/Chairman	GFWC Public Affairs Department Attn: Invite Confirmation 1734 N Street NW Washington, DC 20036-2990 Fax: 202-835-0246
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