



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:

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.

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