



VISITING DIGNITARY NOTIFICATION

ORGANISER DETAILS		VISITING DETAILS	
Key contact		Date	
Job title		VIP Name	
Dept/Faculty		Position	
Telephone		Organisation	
Mobile		VIP arrives at	departs at
Email		Venue	
		To be greeted by	

PARTICIPATION DETAILS			
Purpose of visit		Estimated no. of guests	n/a
<input type="checkbox"/> Guest speaker	<input type="checkbox"/> Opening/launch	Media attending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Host	<input type="checkbox"/> Keynote address		
<input type="checkbox"/> Guest only	<input type="checkbox"/> Awards ceremony		
<input type="checkbox"/> MC	<input type="checkbox"/> Present award		

ADDITIONAL GUEST DETAILS	
Target audiences and guest details	Additional VIPs attending?

Return this form to: vip@mq.edu.au

For queries: **The Events and Protocol Team**
 T: (02) 9850 7465
 E: vip@mq.edu.au

<https://mqoutlook.sharepoint.com/sites/o365-group-neweventsmeeting/Shared Documents/EDP Team Working Documents/EDP website refresh working group/Proposed site/Proposed website templates/Final- To be Added to site/Protocol-VIP page/VIP Notification form.docx>