



# Royal Rosarians

## *Requesting* **A VIP GREETING**

Please allow a minimum of two week's advance notice on greetings whenever possible, to allow time for Prime Minister approval and for members to schedule their attendance.

**Requesting Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

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### **Greeting Information:**

On DAY, DATE a delegation from WHERE will arrive in Portland:

**WHEN:** DAY \_\_\_\_\_, DATE \_\_\_\_\_

**WHERE:** Portland International Airport or: \_\_\_\_\_

**TIME:** \_\_\_\_\_ am/pm    **AIRLINE:** \_\_\_\_\_    **Flight#** \_\_\_\_\_ from **CITY:** \_\_\_\_\_

Is this a domestic/international flight? \_\_\_\_\_ Will the party need to clear customs? \_\_\_\_\_

**WHO:** Delegation from: \_\_\_\_\_ Number of members in party: \_\_\_\_\_

**Greeting Certificate for Leader Desired?** If yes:

**Recipient Name:** \_\_\_\_\_, **Title:** \_\_\_\_\_

**DETAILS:** Please provide a brief description of the purpose of the visit that can be shared with the greeters.