



Trustee Visit Checklist

Chapter Name:

Visit Date:

Trustee's Name:

Meeting Location:

- ✓ Identify executive committee member who shall act as main point of contact with the visiting Trustee.
 - Obtain Contact Information.
 - Make Introductions.
- ✓ Identify if there will or will not be a meeting of your executive committee in tandem with the dinner/technical meeting
- ✓ Finalize any company/university tours
- ✓ Obtain Trustee's travel/hotel itinerary
- ✓ Transportation - Will your executive committee members provide transportation during the Trustee's stay in your city or will the Trustee need to arrange their own transportation?
- ✓ Provide Trustee & ASM Chapter Relations with an itinerary including: times & addresses of all associated locations
- ✓ Share areas of concern in advance of the visit so that the Trustee has time to research and prepare a response.

Return a copy of the agenda to: The Chapter Relations Administrator via email:

Chapters@asminternational.org.