NATIONAL GARDEN CLUBS, INC.

PRESIDENT TRAVEL INFORMATION

2019-2021

HOST ORGANIZATION:

INVITATION EXTENDED BY: **Name:**
Email: **Phone:**

EVENT:

DATES: **EVENT CITY:**

NAME OF CLOSEST AIRPORT:

AVERAGE TRAVEL TIME FROM AIRPORT TO EVENT SITE:

TRANSPORTATION FOR PRESIDENT TO/FROM AIRPORT:

Picked up by member **Taxi** **Shuttle** **Other:**

PERSON ASSIGNED TO AIRPORT PICK UP/DROP OFF:

Name:
Email: **Cell Phone:**

HOTEL NAME & PHONE NUMBER:

FIRST FUNCTION PRESIDENT IS INVITED TO ATTEND: **Date** **Time** **Function**

LAST FUNCTION PRESIDENT IS INVITED TO ATTEND:

It is optional how much time an NGC President stays at an event, either by the host's choice, the travel schedule of the President or travel delays. Please list below in order of importance which portions of the event you wish the President to attend, as well as any responsibility during that function, if she is not able to stay for the whole event.

Function	Responsibility (if any)	Date	Time	Attire
(Example) Installation of Officers	Installation Ceremony	4/24/17	7:00-10:00 pm	

If you wish me to;

- Perform an installation ceremony
  - Please send the names of the members being installed, as well as the name of the office for each
  - The installation service is before a meal after a meal at a meeting session
    Other:
- Speak to the members: When during the event?
  How much time you wish me to speak?

Attach: **1**. Program schedule **2.** Names of Officers and their Office

Email to: gaylaustin@gmail.com OR

PHONE# 601-684-3952 or (c) 601-248-7661

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McComb, Mississippi 39648-2709