

May 10, 2009

To: Compatriot requesting a visit by the PG

Subject: President General's Travel Coordinator

This letter is to acknowledge your invitation for the President General to visit your Society. SG Butler has reviewed this letter and requests it be sent to all who have scheduled or are requesting a visit.

The main function of the Travel Coordinator is to help the local event manager provide the President General with the information that will make his visit a success. The headquarters staff has no role in the PG's travel program, and the PG's heavy travel schedule prevents him from doing this detail work. The PG is the one who will make the decision on events he will attend. That decision will depend in large measure on the details provided in the invitation. For Example, if the PG is invited to speak at the final banquet of the event, he should be the keynote speaker and not follow some other invited speaker. The PG is the program.

The PG and his wife need to know and be prepared for:

- the details of the PG's and first lady's schedule during the visit.
- the expectations for attire and activity
- critical contact phone numbers (for family or SAR crises)

To facilitate the collection and distribution of this information a form has been developed to cover most situations. (Attached to this email or letter) If multiple dates are requested in a single invitation letter, please complete a separate form for each visitation request. The local event manager uses it as a guide to provide preliminary information and then arranges to get complete details well in advance of the visit.

PG Requests: Please review "Request for Visits of the President General" where the district's VPG is the official escort for the PG. You should also assign a local Aide d'Camp for the PG and his lady to facilitate transportation, etc. In most cases the PG should be met at the airport and returned to the airport by the local host. The Aide d'Camp assigned to the first lady should assure that appropriate plans for her visit are made and that she is well cared for while at the event. The local host or another assigned person should be at the PG's side to introduce him to local people at each event.

Protocol: Please review the rules of Protocol in the SAR Handbook . Remember that within your district the host state's president has the highest precedence, followed by the PG, the VPG for your district, other General Officers, etc. Read and heed this guide well before the visit so as to avoid awkward situations and annoyance during the event.

Dress Code: We generally consider that

- "White tie" means tails
- "Black tie" means a tuxedo,
- "dress business" means a full suit,
- "business" means a jacket and tie, and
- "casual" means neither jacket nor tie.

Expenses: The letter of invitation to the PG should explicitly state that the host society (the group that is inviting him) will pay for local expenses (hotel, food, transportation, meeting registration, etc.). Note from the from the SAR Handbook that the National Society and the PG will pay for his travel to the city in which the event is taking place.

In Patriotic Service,

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