

**NATIONAL SOCIETY SONS OF THE AMERICAN REVOLUTION
PRESIDENT GENERAL'S TRAVEL INFORMATION WORKSHEET**

Please complete the blanks below and add any information that will help the event to run smoothly. Return the form to the PG Travel Coordinator with preliminary information. Send in the remaining details as the event approaches. Add or delete on the form if necessary to provide information that meets the needs of your particular event.

CONTACT INFORMATION

Date last Updated:	7/17/2016	
Event Title:	Name of the Event	
Host Chapter, State Society or District	Host District or Society	Date of Event: 8/4/2016
Host Title:	VPG Host	Host Telephone: (502) 555-1212
Local Host's Name:	Robert Host	Host Email: rhost@aol.com
Local Host's Telephone:	(502) 555-1212	Local Host's Email: rhost@aol.com
Aide d'camp Telephone Number:	(502) 555-1212	Aide d'camp Email: rhost@aol.com

ARRIVAL, HOTEL AND DEPARTURE INFORMATION

City to Fly To:	Louisville, KY	Expected Arrival Date / Time:	8/3/2016	1:00 PM
Suggested Airline	(e.g., Delta, Southwest, etc.)	Suggested Flight # In:	Flight #1234	
Who will Meet the PG?	Robert Host	Email:	rhost@aol.com	
Where will the PG be Met/ How to recognize person?	Airport Lobby - or specific address provided	Cell Phone #	(502) 555-1212	
Hotel or other lodging	Marriott - Downtown	Who Made the reservations?	Robert Host	
Hotel Telephone	(502) 555-1212	Departure Date/time	8/5/2016	5:00 PM
City the PG will Fly From	Louisville, KY	Who will Return PG to Airport	Robert Host	

EVENTS THAT REQUIRE THE PG'S PARTICIPATION (GREETING, SPEAKING, FORUM, AWARDS, ETC)

Event - Date - Dress - PG Role?	
Event - Date - Dress - PG Role?	
Event - Date - Dress - PG Role?	
Event - Date - Dress - PG Role?	
Event - Date - Dress - First Lady Role?	

Note: Indicate Dress for the event (Business attire, Black Tie, etc)

Note:

PG Travel Coordinator: Brooks Lyles Home phone 913-680-160: 728-3286 Cell: 912 398-8055 Email: bbooks.lyles@gmail.com

Revised 6/2/2016