VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
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DISTINGUISHED VISITOR INVITATION POLICY

1. **Purpose:** The purpose of this policy is to establish standard procedures and guidelines for inviting distinguished guests to Post.

2. **Scope:** This policy will be applied to the invitation of all distinguished visitors including, but is not limited to, United States Senators or Congressmen, state legislators, state government officials from the cabinet or deputy level, federal government or agency officials from the cabinet or deputy level, ambassadors, and flag officers in the Armed Forces.

3. **Request Requirements**: Prior to any distinguished visitor coming to VMI, an invitation request must be submitted. The requestor must gain approval first from their respective department head, then the Superintendent's Office. The Chief of Staff or Deputy Chief of Staff will serve as the points of contact. These requests may be via email once department head approval has been secured. All invitation requests must include:

   A. Name of guest

   B. The nature of the visit and length/duration;

   C. Schedule of events--including any possible tours of barracks or Post;

   D. Facilities used for the event;

   E. Estimated number of individuals attending;

   F. Estimated number of vehicles on post;

   G. Special needs/handicapped support requirements; and

   H. Whether a courtesy visit with the Superintendent is needed or desired

4. **Notification:** Once the visit is approved, the point of contact for the visit is responsible for notifying key Post officials that might be needed to support the visit. In addition, the following people must be notified of the date and nature of the visit:

   A. The VMI Protocol Office for all visitors

B. VMI Police must be notified for security reasons

C. For federal and state government officials and legislators, the VMI Director of Government Relations must be notified.

D. Physical Plant must be notified if the visitor requires reserved parking spaces or if vehicle support is needed.

E. Auxiliary Services or Aramark should be notified if food/beverage support will be needed.

5. Questions concerning whether or not any proposed visitor meets this criteria may be directed to the Chief of Staff's Office or Protocol.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

Appendix A – Conference Meeting Room Spaces

DIST: E

OPR: Chief of Staff, Protocol

Meeting Spaces across Post

Revised September 2016

Please note the scheduling person for each area is listed below. This is the only person with authority to schedule these facilities, and to coordinate these areas avoiding conflicts.

Location	Contact Person	Phone	Capacity	Notes
Cameron Hall	Ms. Sarah Keller	7035	5800 in	Dependent on set up (500 seats on floor)
Cocke Hall Gym Floor	CDR Chip Barber	7285	800	Offline AY15-16
Crozet Hall/200 level (old	Peter Hodgkins	7374	200	computer, audio and video interface
Crozet Hall/200 level (old PX area)	Peter Hodgkins	7374	200	computer, audio and video interface
Hinty Hall Conference Room	Tracy Gordon	7130	18	TV/laptop & projector
JM Hall / The Liddell Room (VMI	COL Keith Gibson	7334	30	
JM Hall / 300 Level	Tracy Gordon	7130	650	Plus 405 seats available on the 400 balcony
Mallory Hall 135 - Lecture Room	Sherry Byers	7225	350	AV/sound system available /no refreshments
Marshall Hall / Alleghany Room	Justin Spears	7750	14	screen, projector, video, and computer hookups
Marshall Hall / Blue Ridge Room	Justin Spears	7750	14	screen, projector, video, and computer hookups
Marshall Hall / Executive Board	Justin Spears	7750	14	screen, projector, video, and computer hookups
Marshall Hall / Gillis Theatre	Justin Spears	7750	500	AV/sound system available
Marshall Hall / Hall of Valor	Justin Spears	7750	500	AV/sound system available
Marshall Hall / New Market Room	Justin Spears	7750	28	screen, projector, video, and computer hookups
Marshall Hall / Shenandoah Room	Justin Spears	7750	28	screen, projector, video, and computer hookups
Marshall Library/ Marshall Library	Alice Lee	463-7103	45	Dependent on set up
Marshall Library/Foster Room	Alice Lee	463-7103	10	Board Room table and chairs
Marshall Library/Pogue Auditorium	Alice Lee	463-7103	100	Dependent on set up
Moody Hall Activities Room	Jackie Flint	7221	162	Dependent on set up
Moody Hall Board Room	Jackie Flint	7221	25	With a 55" flat screen w/computer
Moody Hall Executive Dining	Jackie Flint	7221	24	
Moody Hall Lounge	Jacki Flint	7221	32	Dependent on set up
Neikirk Hall Small Meeting rooms	Becky Clemmer	7287	10	
Nichols Engineering Building	Dawn Cochran	7236	157	No refreshments allowed/multi-media
Preston Library 300C	Erika Brooke	7228	15	screen, projector, video, and computer hookups
Preston Library/Projection Room	Erika Brooke	7228	20	
Preston Library/Turman Room	Erika Brooke	7228	80	AV/sound system available
Scott Shipp Hall 501/502	Deneise Shafer	7240	59 / 52	Available Evenings Only - 111 seats total
Smith Hall Board Room	Dean's Office	7212	28	computer, projector, DVD available
Smith Hall Conference Room	Chief of Staff's Office	7104	10	Computer, network access (wired and wireless), TV monitor, phone, Internet