

***OFFICIAL VISIT FORM for GOVERNOR WILLIAM M. BISHOP***  
***DIVISION \_\_\_\_\_***

Date of visit \_\_\_\_\_ Host club \_\_\_\_\_

Meeting location \_\_\_\_\_ Meeting time \_\_\_\_\_

Contact's email address \_\_\_\_\_

Address \_\_\_\_\_

Directions – Please attach detailed directions from Pipe Creek, TX 78063 to the meeting location and hotel. Printing off directions from MAPQUEST.COM or another website would be great.

Dress: Business Suit \_\_\_\_\_ After Five \_\_\_\_\_ Casual \_\_\_\_\_

List any special guests \_\_\_\_\_

List names and official titles of any past District and International officers and names of Sponsored Youth Officers and Past Lt. Governors attending: \_\_\_\_\_

Provide a final list of the above, plus any others who may be added after submitting this report to the Governor upon their arrival to your city so proper recognition can be given.

Specific instruction or information: \_\_\_\_\_

Press Conference scheduled? Yes \_\_\_\_ No \_\_\_\_

If YES, give day, time, location and media involved: \_\_\_\_\_

Accommodations for Governor:

Hotel/Motel Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Hotel/Motel Address (location) \_\_\_\_\_

Directions \_\_\_\_\_

Name and phone numbers for Governor to call to pass on last minute information, and to contact upon arrival:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

(Gifts for the Governor are not necessary but if a Division wants to honor them with a gift, please make a donation to the TX-OK Kiwanis Foundation in the name of William M. and Ann Gay Bishop for Service Leadership Programs scholarships.)

**COMPLETE THE ABOVE INFORMATION AT LEAST 3 WEEKS BEFORE VISIT & RETURN TO:**

**TX-OK Kiwanis District Office**  
**624 Six Flags Dr., Suite 265**  
**Arlington, TX 76011-6342**  
**Fax: 817-649-1905**

Attach additional sheet with information such as tours or visits Governor is expected to take part in. Give specific information such as times, places to visit, etc.