

ANNEX C VIP Visit Worksheet

U.S. ARMY FIRES CENTER OF EXCELLENCE (FCoE)

DISTINGUISHED VISITOR VISIT REQUEST PROFILE

Please complete and return this form via email to ensure a successful visit for your principal to our activity. Please be advised all foreign visitors require a Foreign Visit Request (FVR) initiated by the country's embassy. Questions may be referred to our Security Officer, (580) 442-5207. Questions regarding the completion of this form may be referred to FCoE Protocol at (580) 442-4237.

Rank of principle visitor _____ Full name _____ Branch _____

Title _____ Organization _____

POC Name _____ Phone _____ POC Email address: _____

Date(s) of Visit _____ Mode of Travel: MILAIR COMAIR AUTO

Arrival Date _____ Time _____ Carrier _____ Flight# _____

Departure Date _____ Time _____ Carrier _____ Flight# _____

Require lodging reservations: YES NO

If yes, location Preference: DVQ HOTEL

Requirement for religious prayer meeting room: YES NO

Note: Our lodging is now privatized. Credit card information must be provided within 24 hours of visit for DVQ to:

Barbara Cromartie, Concierge
Work 580-442-6402/580-355-4475 Ext.8199
E-mail Barbara.Cromartie@ihg.com

Christa Castrillo, Operations Manager
Work 580-442-4444 / Cell 580-647-9930
E-mail Christa.Castrillo@ihg.com

If your office arranged accommodations, please indicate where: _____

Accompanied by: (Use separate sheet if necessary)

Rank/Grade	Full Name	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

Purpose of Visit and Topics to be discussed (please be specific)

Bio Submitted: YES NO (if bio not yet submitted, please attach or fax to: **Protocol, 580-442-4825**)

Gift/Plaque Exchange? YES NO AV Support Required: YES NO

Classified Briefings? YES NO

Beverage & Snack Preference: _____
Dietary Restrictions: _____

Previous visit dates to FCoE: _____