

## DISTINGUISHED VISITOR CHECKLIST

VISIT(OR): <i>(Grade, DV Code, First, MI, Last Name)</i>				VISIT DATES: _____	
DUTY TITLE	VISIT POC	ORG/OFC SYMBOL	EMAIL	FAX/VOICE	
PURPOSE OF VISIT					
<b>ITEM</b>			<b>DATE COMPLETED <i>(Initials)</i></b>	<b>NOTES</b>	
NOTIFY AETC/CCP WITHIN 24 HOURS OF VISIT NOTIFICATION (AETC FORM 88)					
CONTACT VISIT(ORS) POINT OF CONTACT					
PREPARE TASKING MEMO WITH DS SIGNATURE					
BLOCK CALENDARS (COMMANDERS, DIRECTORS, ETC.)					
UNBLOCK CALENDARS (COMMANDERS, DIRECTORS, ETC.)					
DECISION PACKAGE TO CC (SCHEMATIC, RESTAURANTS, TRANS, MEMENTOS, ETC.)					
<b>INTERNATIONAL VISITORS</b>					
NOTIFY AFSAT/REQUEST CURRENT CULTUREGRAM/PRONUNCIATION CHART					
VERIFY SECURITY CLEARANCES/VISIT AUTHORIZATION (BRIEFING DISCLOSURE)					
COUNTRY FLAGS (BUILDING AND MINI'S)					
AOS - INTEL UPDATE					
BIOGRAPHIES					
<b>BRIEFING REQUIREMENTS</b>					
BLOCK CONFERENCE ROOM(S) WITH AETC/DSR (AETC FORM 20)					
BRIEFING TOPICS (COORDINATE WITH AETC/CCX)					
UNIFORM/DRESS					
ATTENDEE LIST					
SEATING DIAGRAM(S)					
AETC CONFERENCE STRIP REQUEST (AF FORM 833)					
AETC WELCOME SIGN					
AMENITIES					
FUNDS REQUEST					
FUNDS REPORT					
RESERVED PARKING FOR DV					
<b>WELCOME FOLDERS (AETC PROTOCOL STANDARD)</b>					
ORDER AETC WELCOME FOLDER(S) (PRIMARY/SPOUSE) (AF FORM 833)					
SCHEMATIC (W/KEY POINTS OF CONTACTS AND NUMBERS)					
WELCOME NOTE FROM CC (AETC FORM 88 GENERATED)					
INVITATIONS/TO REMIND CARDS					
AETC CRITIQUE FORM (AETC HQ FORM 20)					
BASE AND LOCAL MAPS (IF APPLICABLE)					
BIOGRAPHIES (STAFF)					
<b>BILLETING REQUIREMENTS</b>					
BLOCK ROOM(S) -- DV AND STAFF (SPECIAL REQUIREMENTS)					
AIRCREW ARRANGEMENTS					
ARRANGE LUGGAGE PICK UP/DELIVERY					
SIGN DV IN/CHECK ROOM (ESCORT CHECKLIST)					
AETC WELCOME FOLDER					
WELCOME BASKET (TEXAS OR STANDARD)					
ROOM KEY(S)					
RESERVED PARKING FOR DV					
<b>TRANSPORTATION REQUIREMENTS</b>					
RESERVE VEHICLE(S) SURREY, BLUEBIRD, U-DRIVE(S), LUGGAGE TRUCK/VAN (DV NAME/STAR PLATES)					
AIRCREW ARRANGEMENTS					
MASS TRANSPORTATION					

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

ITEM	DATE COMPLETED <i>(Initials)</i>	NOTES
<b>BASE OPS REQUIREMENTS</b>		
LOCATION (SPOT NUMBER; HANGAR)		
HONORS (AFR 900-6, ATCH 1) (PROJECTED TO BE AFI 36-2865)		
BASE OPS DV LOUNGE		
VEHICLE LINE UP		
GREETER(S)		
ESCORT(S)		
<b>MEMENTO REQUIREMENTS</b>		
ORF/SM&W		
RECOMMENDATIONS TO CC		
FUNDS REQUEST		
FUNDS REPORT		
ENGRAVING (ORDERED/CHECKED/PICKED UP)		
METHOD/TIME/LOCATION OF PRESENTATION		
<b>MARQUEE REQUIREMENTS</b>		
MAIN GATE (MARQUEE REQUEST: <a href="http://www.randolph.af.mil/12ftw/wing/pa/marquee.html">www.randolph.af.mil/12ftw/wing/pa/marquee.html</a> )		
BASE OPS (COORDINATE VERBIAGE AND SPELLING)		
<b>SPECIAL REQUIREMENTS (STU-III, EARLY BIRD, AF TIMES, ETC)</b>		
"FIRST COMMAND" VIDEO		
NOTIFY SECURITY FORCES VIA LETTER (GATE ENTRY/EXIT)		
NOTIFY AFOSI (IF APPLICABLE)		
DV PASS FOR BASE ENTRY/EXIT (DATE STAMPED)		
<b>MEALS (NOTIFY DOD TDY PERSONNEL OF GOV'T FURNISHED MEALS)</b>	MEAL 1/MEAL 2/MEAL 3	
WHEN		
WHERE (BLOCK ESTABLISHMENT(S))		
HOST		
GUEST LIST (GRADE, GO-BY, NAME--DUTY TITLE)		
UNIFORM/DRESS		
MENU (DIETARY RESTRICTIONS)		
ALPHABETICAL SEATING LIST		
APPROPRIATE DECORATIONS/FLOWERS/FLAGS		
PAYMENT METHOD (PAY AS YOU GO)		
FUNDING REQUEST		
FUNDING REPORT		
<b>MISCELLANEOUS REQUIREMENTS</b>		
AUDIOVISUAL/GRAPHIC SUPPORT (AF FORM 833)		
INVITATIONS/TO REMIND CARDS		
PHOTOGRAPHER		
NAME TAGS (STICKY)		
PLACECARDS (DIAMOND AND TENT STYLE)		
TABLE FLAGS (NATIONAL, DEPARTMENTAL, INTERNATIONAL, INDIVIDUAL)		
TOAST(S)		
ENTERTAINMENT (LETTER OF REQUEST)		
<b>ORIENTATION FLIGHT(S)</b>		
LETTER OF REQUEST		
ARRIVAL (MAIN GATE/VEHICLE)		
BRIEFINGS		
TOUR(S)		
MEMENTO PRESENTATION		
MEALS		
DEPARTURE		
SIZES (FLIGHT SUIT(S)/BOOTS/G-SUIT/HELMET)		
PHOTOGRAPHER		
HERO SHOT (AETC STANDARD)		
<b>CANCEL UNNECESSARY RESERVATIONS</b>		
<b>FINAL PACKAGE DISTRIBUTION</b>		