



NATIONAL GARDEN CLUBS, INC.

President Travel Information 2023-2025

Host Organization:

Contact person name:

Contact's Email:

Contact's Cell Phone:

Does contact text?

Yes No

Event:

Location of Event:

Dates:

Event City:

Closest Airport:

Average Travel Time from Airport to Event Site:

Transportation for President to/from Airport: *(Please include name & phone number)*

Taxi

Shuttle

Other

Hotel Name & Phone Number for NGC President to stay:

First function President is invited to attend:

Last function President is invited to attend:

It is optional how much time an NGC president stays at an event, either by the host's choice, the travel schedule of the president or travel delays. Please list below in order of importance which portions of the event you wish the president to attend, as well as any responsibility during that function, if the president is not able to stay for the whole event.

Function	Responsibility (If Any)	Date	Time	Attire
(Example) Installation of Officers	Installation Ceremony	6/24/23	7:00-10:00 PM	Business Casual

Optional Requests –

Perform an installation ceremony* – *(Please submit the event program, officers and title with this form)*

*The installation is before a meal after a meal during a meeting

Speak to the members: when during the event _____ time limit _____

Email To: bmoore@gardenclub.org

Mail To: Brenda Moore
1709 Edgewood Drive
Oak Hill, WV 25901

Phone (H) 304-465-3647 or (C) 304-573-4140