



NATIONAL GARDEN CLUBS, INC.
President Travel Information
2021-2023

Host Organization:

Contact person name:

Contact's Email:

Contact's Cell Phone:

Does contact text?

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:

Date

Time

Function

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	4/24/22	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: Mwarshauer@gardenclub.org

Mail To: Mary Warshauer
 57 Buena Vista Avenue
 Rumson, New Jersey 07760

Phone (H) 732-530-1310 or (C) 732-513-2671