



VIP Visitation Notification Protocols

These notification protocols are in place to ensure that Curators of the University of Missouri, Governmental Officials and other notable guests receive the proper respect and greeting respective of their positions and that the University of Missouri–St. Louis reputation and brand is promoted and protected throughout any visit.

Therefore, whenever a unit or individual is made aware that a VIP [Curator, State/National/International Official or other Substantial Visitor] is to be on campus physically or virtually for any purpose, that unit or individual is required to email details of the VIP and the event/activity to:

Executive Events

- Susan Elliott– Director
- Chelsea Nollau – Senior Coordinator

Office of the Chancellor

- Adella Jones – Chief of Staff
- Sydney Moore – Executive Assistant

University Police

- Dan Freet – Chief/Director of Institutional Safety

Facilities

- Daryl Ives – Executive Director

Marketing and Communications

- Steve Walentik – Director

Community Engagement

- Patricia Zahn – Director

Basic Responsibilities

After the initial contact, Executive Events will set up a meeting with the parties above to plan and execute the appropriate level of action. These individuals will present the Chancellor, Provost and Chancellor's Cabinet with an outline of efforts to support a proper greeting and setting for VIP visitors.

Executive Events

- Coordinate overall planning.
- Coordinate campus participation, including overseeing events as appropriate.
- Provide banners, table coverings and other UMSL-branded materials as appropriate.

Office of the Chancellor

- Notify and determine the appropriate level of involvement by the chancellor or designee.
- Support chancellor's involvement, including remarks or other materials.

University Police

- Advance planning and event-day security.
- Provide parking and transportation support as appropriate.

Facilities

- Advance internal/external facility upgrades as well as event-day custodial support as appropriate.

Marketing and Communications

- Plan and implement pre-, present- and post-event public relations, including press advisories/releases, UMSL Daily and photography as appropriate.

Community Engagement

- Coordinate communication with UM System Governmental Relations as appropriate.
- Provide input into involvement of chancellor/campus leadership and possible items for remarks/materials.

Failure to meet these basic protocols risks demeaning the status of VIP visitors as well as damaging the reputation of the University of Missouri–St. Louis and potential goodwill that could stem from a proper greeting and involvement of campus leadership.

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