

# INFORMATION FORM FOR THE GRAND MASTER'S VISIT

1. Day/Date of Visit: \_\_\_\_\_ Time: \_\_\_\_\_ A.M.  P.M.   
 Type of Visit: Lodge  District  (District No. \_\_\_\_\_) Other (*Specify on back*)   
 Host Organization: \_\_\_\_\_  
 Indicate the other District(s) and Lodge(s) involved, by Name and No.: \_\_\_\_\_

2. Location of Meeting:  
 Place: \_\_\_\_\_ Tele. No.: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Directions: \_\_\_\_\_

3. Activities Planned (*Check all that Apply*):

|  | YES                      | NO                       | TIME  |
|--|--------------------------|--------------------------|-------|
| Meal(s): BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> |                          |                          | _____ |
| Ladies and/or Family   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Tiled Meeting  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Youth Organizations ( <i>Specify on back</i> )   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Other Masonic Organizations ( <i>Specify on back</i> )   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

4. Dress for **Lodge** Officers: Tuxedo  White Dinner Jacket  Business Suit

5. Grand Lodge Officers have been invited by letter? YES  NO   
 Past Grand Masters have been invited by letter? YES  NO

6. Accommodations for Grand Master's Party (*Should be in name of William T. Ellison, Jr., Grand Master*):  
 Place: \_\_\_\_\_ Tele. No.: \_\_\_\_\_

7. Persons to contact in case of emergency situations (2):  
 Name: \_\_\_\_\_ Tele. No.: \_\_\_\_\_  
 Name: \_\_\_\_\_ Tele. No.: \_\_\_\_\_

8. Name of person to assist or guide the Grand Master upon his arrival:  
 Name: \_\_\_\_\_ Tele. No.: \_\_\_\_\_  
 Address: \_\_\_\_\_

9. Name of person to assist the Grand Master's wife, whose name is Mrs. Kay Ellison :  
 Name: \_\_\_\_\_ Tele. No.: \_\_\_\_\_  
 Address: \_\_\_\_\_

10. Name of person submitting this form (*Include District or Lodge No.*): \_\_\_\_\_  
 Name: \_\_\_\_\_ Tele. No.: \_\_\_\_\_  
 Email of person submitting this form. \_\_\_\_\_

**Note:** Keep last copy for your records and send all other copies to:

**John K. Craft, 305 Old Greenville Road,  
 Staunton, Virginia 24401-4803  
[GMAA2012@gmail.com](mailto:GMAA2012@gmail.com)  
 540-886-9492 (H), 540-294-0274 (C)**

**YOU MUST RETURN THIS FORM AT LEAST EIGHT WEEKS PRIOR TO THE DATE OF VISIT. A COPY WILL BE RETURNED TO YOU AS CONFIRMATION OF THE VISIT. IN CASE OF EMERGENCY OR CHANGE, CONTACT:**

**FOR ADMINISTRATIVE ASSISTANT'S USE ONLY!!:**  
 Members of Grand Master's Party \_\_\_\_\_  
 Accommodations Needed and Duration \_\_\_\_\_

***PLEASE INFORM THE ADMINISTRATIVE ASSISTANT OF ACCOMMODATION ARRANGEMENTS WHEN FINALIZED!***