



Scheduling a State Visit

Updated 8/2023

Invitation

Each Empire that would like to have the Queen Mother in attendance at their event must **formally** invite her.

It is expected that the Monarchs will extend the written invitation and that the Board will be in support of the invitation. Because the Queen Mother receives many requests for attendance at Court and Community events, early invitations are more likely to get scheduled. Please read this so that you understand the guidelines prior to making an invitation.

Travel

Empires that request the Queen Mother to be in attendance at the Coronation must financially be responsible for ALL travel expenses, including airfare, hotel room, meals and all event tickets. The QM prefers window seats on ALL flights and it is imperative that she be pre-checked in with 1 bag online so when she gets to the San Diego airport for departure it is all done. The same should be done for her return trip to San Diego. In the event of an unforeseen cancellation, it is always recommended that all airfare is bought as a refundable ticket. Also, please confirm with the Queen Mother 24 hours prior to check in.

It is expected that transportation within the host city will be provided to get to any planned events in addition to transportation to/from the airport.. In many cases the host city will also need to provide someone to assist with makeup, and depending on travel restrictions, may need to provide a wig, crown or other accessories appropriate for the visit/Ball.

Before the Event

If your court would like a Welcome and Congratulations letter from the Queen Mother in your Coronation program, please submit the request at least 60 days prior to your deadline for submission. Due to travel schedules and other commitments, it can often take several weeks to get an appropriate letter worked out. In the request for the letter, please include the correctly spelled names of your Monarchs and other information specific

STEP 1
Read the expectations

STEP 2
Formal Letter of Invitation

STEP 3
When accepted, confirm
dates for travel

STEP 4
Hotel and Travel
Arrangements

STEP 5
Awards?

STEP 6
Program Letter?

STEP 7
Airport to Hotel

STEP 8
The Hotel

STEP 9
Meet & Greet

STEP 10
Coronation

STEP 11
Victory Brunch

STEP 12
Hotel to Airport

to the Coronation. For example, if it is the 30th anniversary of your Court, your Court recently won the Court of Distinction Award., or your court raised over \$10,000 for the Trevor Fund (or like organization) include that in your request. (Please send this request to QMAdmin@googlegroups.com)

Many Courts use the opportunity of a State Visit to give their Members and others a chance to meet the Queen Mother in a less formal atmosphere.

If you would like to schedule a "Meet and Greet", please mention that in your invitation. These informal sessions are most productive if they are held at the Host Hotel and are publicized. It's also a great opportunity to discretely introduce any award winners to the Queen Mother in advance of their award presentation.

Courts are also strongly encouraged to set up interviews with local LGBT and community press, this can be a great way to get your Court, and the Court system, some additional "post-Coronation" press coverage.

An advance copy of the Coronation Program must be provided to the Queen Mother upon arrival so that she has an opportunity to read it prior to your event.

Awards

(see additional document for awards)

During the Event

At the Ball, the Queen Mother should be seated at a runway table or a suitable location where she can be acknowledged by the Courts. The host Court is encouraged to hold several seats at the table for purchase by Heirs so that they may assist the Queen Mother in her duties. Heirs that are present or host/Ball Chairs, must inform the emcees of the Queen Mother location so that people may pay their respects.

If the Queen Mother is giving an award or speaking,-it is to be done in the first set of Coronation. If the Queen Mother is to be seated on stage for any period of time an appropriate throne must be provided. A wired microphone should be available for any speaking given by the Queen Mother, not a wireless microphone.

The Heirs Apparent in attendance will always be announced prior to the Queen Mother in set one. Protocol, including music, will be sent to the host Court in advance by the Chair of the ICC Protocol Committee or their designee

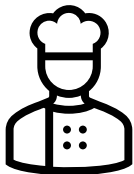


Awards:

It can take a couple weeks to prepare your award nominations and they must be submitted AT LEAST six weeks prior to your event. Start early



The Queen Mother can submit a welcome letter for your program. That request should be submitted 6 weeks prior to the visit but at least 4 weeks prior to the deadline for submission



Please note:

The Queen Mother has medical dietary restrictions. There are specific foods that should, and SHOULD NOT be in the hotel room.

If the Queen Mother is participating in the crowning ceremony, she must be informed at the time of the invitation. **Should the Queen Mother should simply observe crowning or actually participate in the ceremony is per your Boards request.**

After the Ball

At the Victory Brunch, the Queen Mother will be seated at the head table. At the brunch, time should be set aside for the Queen Mother to speak.

CHECKLIST FOR A SUCCESSFUL STATE VISIT

THE INVITATION

- _____ Approved by the Board and Monarchs
- _____ List the specific dates/location
- _____ Submitted at least 6 weeks in advance, more is better
- _____ State that you have read the State Visit requirements
- _____ Agree to the travel/lodging requirements
- _____ State whether or not the Queen Mother participates in crowning
- _____ Agree to placement and content during Coronation program
- _____ Emailed to QMAdmin@googlegroups.com, and copied to the requestor and the Board President

IF APPROVED

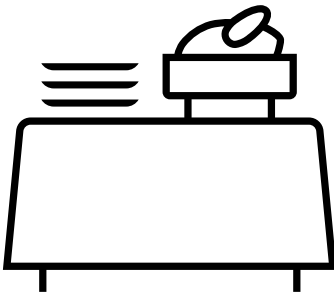
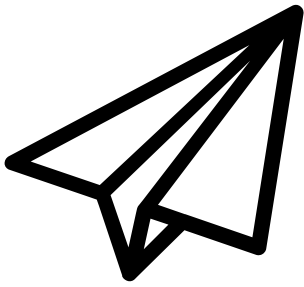
You will be notified by the Queen Mother and/or her team. At that time you will be asked to submit

- _____ A request for QM Program Letter
- _____ A request for the 1 page ICC Accomplishments program page
- _____ An awards packet for any award nominations
- _____ The Name/phone/email for the local planning contact

TRAVEL PLANNING - AIRLINES

Because of the Queen Mothers health and busy travel schedule there are some travel items to be aware of for seating and accommodation. While most travel is to/from San Diego there are cases where she will need to travel to or from another location directly to your city. All travel should be a day prior to the first day you have an event scheduled for her attendance so that she can recover from the travel.

- _____ Confirm travel dates and locations prior to booking
- _____ One bag must be included and paid for in the reservation



- _____ A window seat should be reserved, no standby or shuffle seating
- _____ You are encouraged to purchase a refundable ticket
- _____ If QM will arrive prior to hotel check-in time get early check-in

TRAVEL PLANNING – GROUND TRANSPORTATION

- _____ Confirm the QM transportation to the airport in San Diego if needed
- _____ Confirm pickup from airport and transport to hotel, including
Name _____ and Cell _____ for delays
- _____ Additional Ground transportation, including
 - _____ Site visitations (GLBTQ+ Center, etc)
 - _____ Hospitality/Meet n Greet/etc if not at hotel
 - _____ To and from Coronation if not at hotel
 - _____ To and from Victory Brunch if not at hotel
- _____ Transportation to the airport for flight, including
Name _____ and Cell _____ for delays
- _____ If flight is late in day, get late check-out from hotel

TRAVEL PLANNING - HOTEL

- _____ Should be checked in prior to arrival, should get 2 room keys
- _____ Room, taxes and incidentals should be taken care of in advance
- _____ Room needs to have a seating area for QM to hold private talks
- _____ Room location not adjacent to hospitality
- _____ No cut flowers in the room please
- _____ QM has food restrictions, we will provide the latest list
- _____ Please keep room number confidential

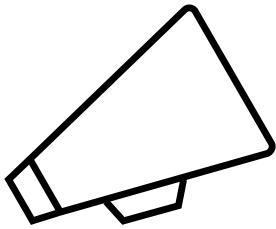
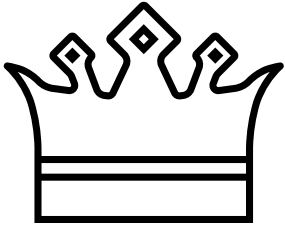
EVENT PLANNING – PRE-CORONATION (Optional)

- _____ Meet and Greet with local dignitaries/organizations?
- _____ Meet and Greet at Hospitality for Court Members/Emcees?
- _____ Planned special events/outings (local community center, etc)?
- _____ Visit to Out of Town Show (not performing!)?

EVENT PLANNING – CORONATION

PRE

- _____ Ticket/Table located just off the end & side of the runway
- _____ Seats may be needed for Heirs in attendance to assist
- _____ Line up makeup artist for QM makeup
- _____ Crown and Hair may be needed, confirm with travel arrangements
- _____ QM Protocol will be submitted by her support team a few days prior
Email to submit protocol/music links to: _____
- _____ Coronation program should be given to QM at check-in to hotel
- _____ QM Scheduled for early in evening to give awards/message
- _____ Podium ready for stage (lighted if necessary)
- _____ Wired microphone for QM, NO wireless microphone



Consider a Welcome Packet that's in the room for the Queen Mothers arrival that includes:

- Welcome Letter
- Schedule of Events including location and approx. QM entry time(s)
- Bios for Monarchs
- Bios for Candidates
- Coronation Program
- Copy of your Awards submission
- Local contact names/numbers
- List of Board Members with positions and contact info
- Names and \$ of the reign charities
- Anything else you want

CORONATION

Prior to QM going on stage confirm all award recipients are present. No awards are given if the person/organization representative is not present.

- _____ If QM will be on stage for a prolonged period (crowning, etc) please provide a comfortable throne for her seating onstage
- _____ Confirm if on stage for crowning. If yes, participating or just witnessing.
- _____ Awards. If you have someone who is unable to get onto the stage and you have not made accommodations please let the QM know IN ADVANCE.
- _____ The Queen Mothers Dinner should be taken to her room as she will be eating after she is done with Coronation, not during
- _____ If photos are desired during the presentation please have the photographer prepared
- _____ Please have stairs assistance at the exit from the runway for the Heirs and Queen Mother to safely enter and exit

EVENT PLANNING – VICTORY BRUNCH

- _____ The Queen Mother should be seated at the Head Table
- _____ A ticket for the event should be provided
- _____ If needed, transportation to and from the venue should be provided
- _____ The Queen Mother should be given time on the agenda fairly early in the event to make a greeting and present any awards she has
- _____ Your Court is encouraged to get some photos of the New Monarchs with the Queen Mother and to post them to social media
- _____ Please notify the Queen Mother if any local dignitaries or anniversary Monarchs are in attendance so that she can greet them

Many courts choose to have the new Monarchs take the Queen Mother to the airport as she leaves your realm. This allows them to have a relaxed conversation and create a healthier relationship. Its not a requirement, but getting her to the airport is!

About This Guide

This is presented as a guide to help the local court have a smoother and more productive state visit. The Queen Mother is the Titular Head of the International Court System. She's also a human! Enjoy the time with her, share your city and your Court. Use this as an opportunity to learn from her but also to share with her. Tell her what your Court needs from the International Court System- more of this and less of that. Above all else, have fun!