

the visiting delegation. Mention the number of people for whom hospitality can be provided and request information on the size of the delegation, as well as the full name, professional background, and interests of each person that will be arriving in your community as soon as it can be provided.

✿ -- Different members or subcommittees should be appointed to work out home hospitality, programming, financing and publicity arrangements with frequent meetings among them to insure that everyone is operating in the same ballpark. If the delegation is from a country with greatly differing religious, social and dietary traditions, make sure hosts and committee members are briefed.

✿ -- The group's exact itinerary and arrival data should be obtained sufficiently in advance of their arrival to arrange an official welcome at the airport or railway station. If they are coming in at your local airport, advise the passenger traffic manager. When you find out their point of entry into the U.S., also write the Collector of Customs and the District Director of the Immigration and Naturalization Service - the airline can get you their address - to make sure they'll get special courtesies.

✿ -- Some kind of music is advisable to liven up the welcome ceremonies, particularly if this is the first visit that will officially inaugurate the affiliation. Your high school band is a logical choice. If local merchants have made small welcoming gifts available, this might be the time to present these. A few welcoming remarks by the Mayor or Committee Chairman may be in order also to give the arrival a slightly more formal note, particularly if this is the first visit, but don't use the occasion to dispel your visitors' image of Americans as relaxed and to the point.