



## **Protocol to be Observed for Important Visitors**

From time to time, Veterans of Valor receives and welcomes important visitors to its events and medical center visits. The significance of these visits and the personnel involved stems from their former or existing positions in the political, social, diplomatic, religious or commercial environments.

It is essential then that:

- (a) the staff of Veterans of Valor be aware, well in advance, of such visits or proposals to extend an invitation;
- (b) important visitors be made aware of the following expectations:
  - (1) VIPs may bring one guest;
  - (2) Neither VIPs nor their staff may bring or use cameras;
  - (3) Photographs, except those taken and distributed by Veterans of Valor staff or Department of Defense personnel, may not be used by VIP guests. Veterans of Valor shall maintain sole control of any and all media, publicity, etc.;
  - (4) Members of the press may not accompany the VIP without the written consent of Veterans of Valor;
  - (5) All VIP guests will be expected to serve and participate with the wounded and their family and support members while maintaining a non-political agenda;
  - (6) All VIP guests will be notified in writing of the Veterans of Valor policy prior to visits and must agree to the policy.
- (c) the purpose of the policy is to protect and maintain the privacy of wounded warriors and their families;
- (d) this policy shall pertain to all – regardless of a VIP's position, he or she will be required to help serve the troops and interact with their families.

(e) Veterans of Valor exists to serve the wounded and their family members in a relaxed, informal setting while they are supported during transitional phases of the healing process.

During the period leading up to the date of the visit, any issues relating to arrival and departure, reception, parking, security and publicity are to be advised to and discussed with the respective staff mentioned above.

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