A staff person should be hired at least two months prior to the summit to take charge of each event. It would be advantageous if these persons have had experience in this type of work, including running phone banks and developing data bases for compiling and cross-checking guest lists.

If a public event is being planned where security arrangements are to be tight, the distribution of invitations will be more complex and probably involve a personal pick-up system. The total process could thus be as follows:

1. compile guest list suggestions from all sources (political, corporate, personal)

2. review potential guest list with all necessary committees and/or sections, and finalize guest list for each event with the political level, four weeks prior to the event, at the latest

3. send out first notice of invitation four weeks prior to event(s)

4. through the phone bank, follow up invitations and notify invitees of where to pick up their formal invitation/ticket(s)

5. at the pick-up point manned by permanent staff or volunteers, hand out invitations to guests on presentation of suitable identification