**Invite Approval Procedure**

**NP Invites**

* Send Host Vets for potential or confirmed hosts
* Regionals get approval from Missy and Stella as to hosts and MOCs whose names will be listed on the invite
* Regionals design the first iteration of the invite
* Regionals gives to Amy for Missy and Stella to sign off
* Regionals make changes (if need be), and email final **approved** version to Jacqui Newman and CC Kellie, for legal approval
  + Please make the subject, “For Legal Approval: Date of Event, Name of event”
* Jacqui will either respond that the invite is good to go, or give you changes. Once you have either made the changes or gotten sign off, email it to Kellie, who will send to NPs office for final sign off.
* Once Kellie hears back from NP”s office, she will let you know that the invite is good to send out (this can take 24-48 hrs)
* Prior to sending out, Regionals send to all hosts and MOCs who have agreed to lend their name to invite.  All hosts and Members on the invite MUST approve their own name.

**SJI Invites**

* Sent Host Vets for potential or confirmed hosts
* Regionals get approval from Missy and Stella as to hosts and MOCs whose names will be listed on the invite
* Regionals design the first iteration of the invite
* Regionals gives to Amy for Missy and Stella to sign off
* Regionals make changes (if need be), and email final **approved** version to Jacqui Newman and CC Kellie, for legal approval
  + Please make the subject, “For Legal Approval: Date of Event, Name of event”
* Jacqui will either respond that the invite is good to go, or give you changes. Once you have either made the changes or gotten sign off, email invite to Brenna and Hayley, and CC Kellie for SJI Approval
  + Please make the subject “For SJI Approval: Date of Event, Name of event”
* Once an invite has been approved by SJI’s office, you are good to send out once all other MOCs and/or hosts have approved their names
* Prior to sending out, Regionals send to all hosts and MOCs who have agreed to lend their name to invite.  All hosts and Members on the invite MUST approve their own name.  (You don’t have to cc Yates on this part)

**Other Member Invites**

* Regionals get approval from Missy and Stella as to hosts and MOCs whose names will be listed on the invite
* Regionals design the first iteration of the invite
* Regionals gives to Amy for Missy and Stella to sign off
* Regionals make changes (if need be), and email final **approved** version to Jacqui Newman, and CC Kellie, for legal approval
  + Please make the subject, “For Legal Approval: Date of Event, Name of event”
* Jacqui will either respond that the invite is good to go, or give you changes. Once you have either made the changes or gotten sign off from them, you are good to send out once all other MOCs and/or hosts have approved their names
* Prior to sending out, Regionals send to all hosts and MOCs who have agreed to lend their name to invite.  All hosts and Members on the invite MUST approve their own name.