



# Bangladesh Marine Academy, Sylhet



## Guest/VIP Checklist

Name of the Guest/ Group	
Arrival Date	
Reason For visit	

Context	Check	Remark
Reception committee/PIC assigned		Name:
Arrival date/Time Confirmed		D/T:
Transport arranged		
Driver informed		
Itinerary received		Attn. PIC
Itinerary Posted in WA group		Attn. PIC
Gift Arranged		
CTM issued		
Accommodation assigned		
Accommodation ready		Attn. PIC of residence/Bangalow
Food Arranged		Attn. PIC of Cadet/Officer mess
Inspection Areas Prepared		Attn. Relevant PICs
Main Guard Room informed		Security perimeter enhanced; entry Logged
For VIPs, OGM Conducted		
For VIPs, PBS informed, Generator ready		Attn. Chief Engineer
Adverse Weather preparation		i.e: Umbrella
Visitor Book		
Dropping of Arranged		

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Commandant  
Bangladesh Marine Academy, Sylhet