

# American Legion Auxiliary Department of Wisconsin

## Request for Visit by Department President or Department Chairman

Invitation is extended to: \_\_\_\_\_

Request for visit from: Unit# \_\_\_\_\_ Unit Name: \_\_\_\_\_

Event: \_\_\_\_\_ Location: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Phone # \_\_\_\_\_  
(Post/Civic Bldg/Other Place)

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Name of person(s) who will meet the President/Chairman: \_\_\_\_\_

Is the event a:  Luncheon  Dinner  Unit Meeting  District Meeting  County Meeting  Other

Will the President/Chairman:

Provide Greetings only  Be the main speaker of the event (preferred subject: \_\_\_\_\_).  
 Expected to participate in other activities (activities info: \_\_\_\_\_).

Who is expected to attend the event:  Auxiliary Members  American Legion  SAL  Youth  
 Others \_\_\_\_\_

Does the invitation include a guest of the President/Chairman?  Yes  No

Dress for the occasion is:  Formal  Informal (business)  Casual (jeans/shirts)  Other

What news media will attend?  Radio  TV  News Publications

Will lodging be provided for the President/Chairman?  Yes  No

Details \_\_\_\_\_

Unit President \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

**PLEASE MAIL THIS REQUEST DIRECTLY TO THE INVITED PARTY.**

**SEND A COPY TO THE DEPARTMENT SECRETARY:  
AMERICAN LEGION AUXILIARY, P.O. BOX 140, PORTAGE, WI 53901**