



REQUEST FOR COMMANDER VISIT

Date of event: _____ City: _____

Occasion: _____

Type of appearance: _____
(Post, County, District Meeting/Luncheon, Club/Civic Affair/other)

Location of event: _____
(Post, Civic Building, Local Supper Club etc.)

Address: _____

Time of appearance: _____

Who will compose the audience? _____
(Legionnaires/Auxiliary/General Public/Youth Group/Other)

Will the Commander be the main speaker? Yes _____ No
How long will he/she be speaking?

Will the Commander function in other capacities? _____

Does the event allow for the Commander to bring a guest? Yes No

Is the event a dinner, luncheon or other gathering? _____

Type of attire: _____
(Formal with Legion Cap/Semi-Formal with Legion Cap/ Casual with Legion Cap)

Type of attire for Commander's guest: _____
(Formal/Semi-Formal/Casual)

If the Commander is unable to attend, do you want a Vice Commander? Yes No

Is the Department Historian welcome to attend? Yes No

What new media will be present? Newspaper Press Radio TV Other

Is there a Press Conference arranged? Yes No

Name of the person who will meet the Commander: _____

Other information that will be of assistance: _____

Note: Protocol dictates that meals and hotel accommodations for the Commander and a guest will be paid for by the Post.

Name of Post County District Phone Number

County Commander's Name Address Phone Number

Name of person extending the invitation Address Phone Number

Signature

Return to: The American Legion ~ Attn: Commander Visit ~ P.O. Box 388 ~ Portage, WI 53901