

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: _____
(Post/Civic Bldg/Other Place)

Address: _____ Town: _____ Phone # _____

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**