



American Legion Auxiliary Department of Wisconsin

Request for Visit by Department President or Department Chairman

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
FAX: 608-745-1947 ♦ Email: deptsec@amlegionauxwi.org**

Invitation is extended to: _____

Request for visit from: Unit# _____ Unit Name: _____

Date of Event: _____ Time of Event: _____

Event: _____ Location: _____
(Post/Civic Bldg/Other Place)

Address: _____

Town: _____ 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 _____

Contact Person _____

Phone: _____

Email: _____