



# DEPARTMENT OF WISCONSIN

## Request for Visit by Department President or Department Chairman

Please mail/Email this request directly to the invited party.

Send a copy to Department Headquarters:

P.O. Box 140, Portage WI 53901

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: \_\_\_\_\_