

**THE AMERICAN LEGION
DEPARTMENT OF TEXAS
REQUEST FOR VISIT BY DEPARTMENT OFFICER**



DATE(s) OF EVENT: _____ CITY: _____

NAME & TITLE OF OFFICER: _____

TYPE OF OCCASION/ APPEARANCE: _____
(Post, Division, 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 INDIVIDUAL BE THE MAIN SPEAKER? _____

WILL HE/SHE FUNCTION IN OTHER CAPACITIES? _____

DOES THE EVENT INCLUDE THE OFFICERS SPOUSE? _____

IS THE EVENT A DINNER, LUNCHEON OR OTHER GATHERING? _____

TYPE OF ATTIRE: _____
(Uniform/Blazer/Suit and Legion Cap)

TYPE OF ATTIRE FOR OFFICERS SPOUSE: _____
(Formal/Semi-Formal/Casual)

WHAT NEWS MEDIA WILL BE PRESENT? Press/Radio/TV _____

Press Conference Arranged? _____

NAME OF PERSON WHO WILL MEET THE OFFICER: _____

OTHER INFORMATION THAT WILL BE OF ASSISTANCE (contact phone number etc):

NOTE: PROTOCOL DICTATES THAT MEALS AND HOTEL ACCOMMODATIONS FOR THE OFFICERS AND HIS/HER SPOUSE SHOULD BE PAID FOR BY THE POST.

Name of Post	County	District	Phone Number
Commander:	_____	_____	_____
Address:	_____	_____	_____
Phone Number:	_____	_____	_____
Signed:	_____	_____	_____
Address:	_____	_____	_____

(Person Extending This Invitation)