



REQUEST FOR DEPARTMENT COMMANDER OR VFW REPRESENTATIVE

DISTRICT NO: _____ POST NO: _____

OFFICER REQUESTED: _____

TYPE OF FUNCTION: _____

DATE: _____

ARRIVE: _____ DEPART: _____

TYPE OF ATTIRE FOR ACTIVITIES PLANNED (I.E. VERY CASUAL, VERY FORMAL, BUSINESS). _____

IF THE REPRESENTATIVE IS TO BE A GUEST AT A BANQUET, IS HE ALSO THE MAIN SPEAKER? _____

DOES THE FUNCTION ALSO INCLUDE THE TRAVELING COMPANION (I.E. SPOUSE, CHIEF OF STAFF) AS A GUEST? _____

ARE OVERNIGHT ACCOMMODATIONS REQUIRED AND HAVE THEY BEEN MADE? _____

NAME, ADDRESS, AND PHONE NUMBER OF HOTEL WHERE REPRESENTATIVE WILL BE LODGED. _____

NAME AND PHONE NUMBER OF PERSON SCHEDULED TO MEET THE REPRESENTATIVE: _____

NAME, ADDRESS, PHONE NUMBER AND DIRECTIONS (PLEASE ADD LANDMARKS) TO POST HOME OR WHERE FUNCTION IS SCHEDULED. _____