

Request for **Department President** or her representative will be considered only after this form is completed and signed and returned to the Department President. This form must be submitted 30 days prior to the affair:

Eloise Eith, Department President
Mail to: Eloise (Ellie) Eith
288 Vermont Drive
Brick, NJ 08723

The name and title of the person making this request

What is the event?

If the Department President is unavailable who would you like as a representative?

1. _____

2. _____

3. _____

What date and by what time should the representative schedule her arrival?

Will the representative be expected to speak or participate at the event?

What type of dress will be required?

Casual ()

Uniform ()

Business ()

Formal ()

Who is responsible for coordinating this event?

Name: _____

Title: _____

Telephone: Home _____

Cell _____

Signed: _____ Date: _____