



The American Legion

Department of Wyoming
1320 Hugur Ave.
Cheyenne, Wyoming 82001
(307) 634-3035

POST REQUEST FOR DEPARTMENT COMMANDER VISITATION

ALL REQUESTS SHOULD HAVE 45 DAYS NOTICE

SEND REQUESTS TO: The American Legion, Department of Wyoming,
1320 Hugur Ave., Cheyenne, WY 82001, (307) 634-3035

POST # _____ City _____ Commander/Adjutant _____

Reason for Request: (check one)

☐ Post Meeting _____

☐ Dinner/Banquet _____

☐ Installation _____

☐ Other (brief explanation) _____

☐ Awards Ceremony _____

Date of Function _____

Time (am or pm) _____

Location of Function (address and phone) _____

Does event include The American Legion Auxiliary? (circle one) YES NO SAL? YES NO

If the Commander is not available on the requested date, will the Department Vice-Commander or another representative be acceptable? (circle one) YES NO

What role will the Commander or representative play during function?

☐ Main Speaker

☐ Greetings from Department

☐ Guest/Observer

☐ Other _____

Has news media been contacted? (circle one) YES NO

Has event received PR in Post and/or District? (circle one) YES NO

Have any other Department Officers or representatives been contacted? (circle one) YES NO

If YES, Who? _____

If the event includes a dinner/banquet, will the Commander or the representative be expected to pay?
(circle one) YES NO

Will their spouses or traveling companions be expected to pay? (circle one) YES NO

(The above two questions are asked solely to avoid awkward situations for all concerned)

Local Contact Person is _____ Phone _____

Whenever possible, visits by the Department Commander will be coordinated with other Posts or Districts in the area to economize on the travel of the Commander and to maximize the efficiency of the Commander to make as many visits as possible during one tour.