



REQUEST FOR COMMANDER VISIT

Date of Event: _____ Occasion: _____

Location of Event: _____

Type of appearance: _____
(Post, County, District Meeting/Luncheon, Club/Civic Affair/other)

Time of appearance: _____

Who will the audience compose of? _____
(Legionnaires/Auxiliary/General Public/Youth Group/Other)

Will the Commander be the main speaker? ☐ Yes ☐ No _____
(How long will he/she be speaking?)

Will the Commander function in other capacities? _____

Does the event allow the Commander to bring a guest? ☐ Yes ☐ No

Has the Detachment Commander been invited? ☐ Yes ☐ No

If not, will you invite the Detachment Commander? ☐ Yes ☐ No

Has the Department ALA President been invited? ☐ Yes ☐ No

If not, will you invite the President? ☐ Yes ☐ No

If the Commander is unable to attend, do you want a Vice Commander? ☐ Yes ☐ No

Is the Department Historian welcome to attend? ☐ Yes ☐ No

Is the event a dinner, luncheon or other gathering? _____

Type of attire: _____
(Formal with Legion Cap/Semi-Formal with Legion Cap/Casual with Legion Cap)

Type of attire for Commander's guest: _____
(Formal/Semi-Formal/Casual)

What news media will be present? ☐ Newspaper ☐ Press Conference ☐ Radio ☐ TV ☐ Other

Name of the person who will meet the Commander: _____

Other information that will be of assistance: _____

Note: Protocol dictates that meals and hotel accommodations for the Commander and a guest will be paid for by the Post.

Name of Post County District Phone Number

County Commander's Name Address Phone Number

Name of person extending the invitation Address Phone Number

Signature

Return to: The American Legion ~ Attn: Commander Visit ~ P.O. Box 388 ~ Portage, WI 53901