



National Capital Commandery OORDER Visits v1

name of event

Members of the National Capital Commandery of the National Order of the United States will visit \_\_\_\_\_ for the purpose of \_\_\_\_\_ and building commandery camaraderie.

1. Date and time of visit: \_\_\_\_\_

a. If Carpooling: Carpoolers meet up at \_\_\_\_\_

b. Carpoolers and individual drivers arrive at \_\_\_\_\_

c. \_\_\_\_\_ . GPS Address is \_\_\_\_\_

d. Gather at \_\_\_\_\_

e. Time: \_\_\_\_\_.

Carpool Location Map

f. Clothing(Rig) \_\_\_\_\_

2. Docent Tour will be provided by \_\_\_\_\_

3. Lunch: at approximately \_\_\_\_\_ at \_\_\_\_\_.

4. RSVP: Lunch email to \_\_\_\_\_ by noon on \_\_/\_\_/2024.

5. Points of Contact / Communication

a. Event Captain \_\_\_\_\_, \_\_\_\_-\_\_\_\_-\_\_\_\_\_

b. Location Point of Contact \_\_\_\_\_

Destination Map:

6. Event Departure time for carpool is \_\_\_\_\_. Individuals may remain at the location.

7. The establishment will close at \_\_\_\_\_

The event was approved by EXCOM on \_\_\_\_\_ 2024. There is no cost or \_\_\_\_ cost to the NAT NOUS for this event.



8. Information:

a. Cost:

\_\_\_\_\_

b. Photography **is / is not** allowed throughout the museum there are limits on flash photography.

c. Lunch is \_\_\_\_\_. Expect \$\_\_\_\_\_ plus tip. Important to get RSVPs in to ensure seating reservations can be made on Friday.

d. The event **is / is not** Handicap accessible. Wheelchairs are available at the front desk.

e. Gift Shop **is / is not** available.

f. In the Event of an emergency at the \_\_\_\_\_ notify location Security Staff or Docents and Event Captain. While traveling call 911 and notify Event Captain when practical.

9. Registration url \_\_\_\_\_

10. After-action

a. Photos and articles to Newsletter and post on social media.

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