

THE AMERICAN LEGION, DEPARTMENT OF TEXAS  
REQUEST FOR VISIT BY DEPARTMENT OFFICER



DATE(s) OF EVENT: \_\_\_\_\_ CITY: \_\_\_\_\_

NAME & TITLE OF OFFICER: \_\_\_\_\_

TYPE OF OCCASION/ APPEARANCE: \_\_\_\_\_  
(Post, Division, District Meeting/Luncheon Club/ Civic Affair/ Other)

LOCATION OF EVENT: \_\_\_\_\_  
(Post, Civic Building, Local Supper Club, etc.)

ADDRESS: \_\_\_\_\_ TIME OF APPEARANCE: \_\_\_\_\_

WHO WILL COMPOSE THE AUDIENCE? \_\_\_\_\_  
(Legionnaires/Auxiliary/General Public/Youth Group/Other)

WILL THE INDIVIDUAL BE THE MAIN SPEAKER? \_\_\_\_\_

WILL HE/SHE FUNCTION IN OTHER CAPACITIES? \_\_\_\_\_

IS THE EVENT A DINNER, LUNCHEON OR OTHER GATHERING? \_\_\_\_\_

DOES THE EVENT INCLUDE THE OFFICERS SPOUSE? YES \_\_\_ NO \_\_\_

TYPE OF ATTIRE: \_\_\_\_\_ ATTIRE FOR SPOUSE \_\_\_\_\_  
(Uniform/Blazer/Suit and Legion Cap) (Formal/Semi-Formal/Casual)

WHAT NEWS MEDIA WILL BE PRESENT? Press/Radio/TV \_\_\_\_\_

NAME OF PERSON WHO WILL MEET THE OFFICER: \_\_\_\_\_

OTHER INFORMATION THAT WILL BE OF ASSISTANCE (cell phone number and email):  
\_\_\_\_\_  
\_\_\_\_\_

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NOTE: PROTOCOL DICTATES THAT MEALS AND HOTEL ACCOMMODATIONS FOR THE OFFICERS AND HIS/HER SPOUSE SHOULD BE PAID FOR BY THE POST.

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Name of Post	County	District	Phone Number
Commander:	_____	_____	_____
Address:	_____	_____	_____
Phone Number:	_____	_____	_____
Signed:	_____	_____	_____
Email:	_____	_____	_____

(Person Extending This Invitation)