



**REQUEST FOR DEPARTMENT PRESIDENT'S OFFICIAL VISIT**

UNIT # \_\_\_\_\_ TOWN \_\_\_\_\_ COUNTY \_\_\_\_\_ DISTRICT # \_\_\_\_\_ TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

CONTACT PERSON AND TITLE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

INFORMATION	FIRST CHOICE:	SECOND CHOICE
DATE OF VISIT:		
OCCASION/EVENT DESCRIPTION:		
TYPE OF VISIT:		
TIME OF EVENT/ANTICIPATED END TIME:	AM OR PM	AM OR PM
ARRIVAL TIME:	AM OR PM	AM OR PM
LOCATION NAME:	INDOOR OR OUTDOOR	INDOOR OR OUTDOOR
LOCATION ADDRESS:		
TYPE OF ATTENDEES:		
PRESIDENT DOING A SPEECH? TIME ALLOTTED, SUBJECT MATTER, WHO IS THE AUDIENCE?	YES OR NO	YES OR NO
OTHER SPEAKERS:		
SPOUSE ALLOWED?	YES OR NO	YES OR NO
VICE PRESIDENT INVITED?	YES OR NO	YES OR NO
IS FOOD PROVIDED FOR THE PRESIDENT?	YES OR NO	YES OR NO
ACTIVITY LEVEL:	LOW MEDIUM HIGH	LOW MEDIUM HIGH
ATTIRE:	CASUAL BUSINESS FORMAL	CASUAL BUSINESS FORMAL
ADDITIONAL COMMENTS:		

In your email or letter to the president. Please advise them of the type of dress for the event. (formal, casual, or hands-on) If you need them to arrive early for a meet-and-greet or anything, please also include this information. If you want some president pins, please also include that in your request. The president would like to be prepared and have knowledge of what might happen prior to arrival.