



REQUEST FOR DEPARTMENT PRESIDENT'S OFFICIAL VISIT

UNIT # _____ TOWN _____ COUNTY _____ DISTRICT # _____

CONTACT PERSON AND TITLE _____

TELEPHONE NUMBER (_____) _____ EMAIL ADDRESS _____



INFORMATION	FIRST CHOICE:	SECOND CHOICE
DATE OF VISIT:		
OCCASION:		
TYPE OF VISIT		
TIME		
LOCATION NAME		
LOCATION ADDRESS		
TYPE OF ATTENDEES		
OTHER SPEAKERS		
ADDITIONAL COMMENTS		

In your email or letter to the president. Please advise them of the type of dress the event is. (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 are wanting 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.