

**INVITATION TO VISIT SQUADRON OR DEPARTMENT FUNCTION
FOR
NATIONAL / DEPARTMENT OFFICERS**

By using this form, it will allow the Commander and other Officers to outline their travel schedule for the forthcoming year. Also by presenting this form to Headquarters at the beginning of the year will give you a better opportunity of having them visit you on the date that you prefer. You may wish to consider an alternate date in case your first preference is already taken.

Thank you for your consideration, the Commander and Officers would really enjoy being with you at your function. Please fill out the information below:

SQUADRON/DEPT. _____
(STATE)

PERSON MAKING REQUEST _____
(NAME) (POSITION) (PHONE)

REQUESTED OFFICERS _____

1ST CHOICE _____
(DATE AND OCCASION)

2ND CHOICE _____
(DATE AND OCCASION)

Please submit the following information:

1. DIRECTIONS/ADDRESS OF FUNCTION _____

2. HOTEL AND ADDRESS _____

3. NEAREST AIRPORT (if needed) _____

4. WHO IS BOOKING/PAYING FOR HOTEL _____

5. CONTACT WHEN OFFICER ARRIVES _____
(name) (phone)

6. A SIMPLE OUTLINE OF HIS ACTIVITIES WILL ALLOW HIM KNOWLEDGE IN BRINGING SUITABLE ATTIRE AND PREPARE A GREETING IF NEEDED.

7. IF A GIFT IS APPROPRIATE PLEASE INCLUDE SUGGESTIONS