

DEPARTMENT REPRESENTATIVE VISITATION  
DISTRICT/POST REQUEST FORM

ALL REQUESTS SHOULD HAVE ATLEAST 60 DAYS ADVANCE LEAD TIME

DISTRICT: \_\_\_\_\_ POST: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF PROGRAM: \_\_\_\_\_ TIME \_\_\_\_\_

LOCATION OF PROGRAM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Street

City

AUXILIARY INCLUDED: \_\_\_\_\_

YES

NO

LOCAL CONTACT PERSON: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

WHAT ROLE WILL THE REPRESENTATIVE PLAY DURING PROGRAM?

MAIN SPEAKER \_\_\_\_\_ GREETINGS FROM DEPARTMENT \_\_\_\_\_

GUEST \_\_\_\_\_ OBSERVER \_\_\_\_\_ OTHER \_\_\_\_\_

Has the news media been contacted? \_\_\_\_\_

Has the event received PR in Post or District? \_\_\_\_\_

If the event includes a dinner or banquet will the Representative be expected to pay? \_\_\_\_\_

Their spouse or aide? \_\_\_\_\_

(These two questions are asked solely to avoid awkward situations for all concerned)

Send all requests to: Veterans of Foreign Wars  
Department of Oregon  
12440 N.E. Halsey Street  
Portland, Oregon 97230-1927