

District/Post request for Department Commander Visitation

ALL REQUESTS SHOULD HAVE 45 DAYS NOTICE

**SEND ALL REQUESTS TO: **The American Legion
Department of Oregon
PO Box 1730
Wilsonville, OR 97070-1730
(503) 685-5006 (fax) (503) 685-5008
adjutant@orlegion.org****

District#	Post#	Commander/Adjutant
Reason for request: Post Meeting	District Meeting	Installation
Awards Ceremony	Dinner/ Banquet	Other (Specify
Date of function	Time (AM or PM)	

Location of Function (address & phone #)

Does the event include The American Legion Auxiliary: S.A.L.:

If the Commander is not available on the requested date, will the Department Vice- Commander or another representative be acceptable? Yes No What role will the Department Commander or representative play during function?

Main Speaker Greetings from Dept. Guest/Observer

Other Has the news media been contacted? Yes No

Has event received PR in Post and or District? Yes No

Have any other Department Officers or representatives been contacted:

Yes No. If yes: Who

If the function includes a dinner or banquet, will the Commander or representative be expected to pay? Yes No

Will their spouse or traveling companion? Yes No

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

Local Contact Person:

Phone:

Whenever possible, visits by the Department C01mnander will be coordinated with other Posts or Districts in the area to economize on the travel of the Commander and to maximize the efficiency of the Commander to make as many visits as possible during his tour.

