

**REQUEST FOR VISIT
BY AN ALBERTA-NWT COMMAND OFFICER
OF THE ROYAL CANADIAN LEGION**

In order to avoid duplication of visits and travel expenses, this form must be used when requesting a Command Representative to attend any Branch event or function.

Branch Name _____ No. ____ District # ____
(please print)

Today's Date _____

1. District Commander & Guest (name)

2. Alternative & Guest (name)

3. Event/Function

4. Location

5. Date

6. Time officer should arrive

7. Whom to contact on arrival

8. Other Guests in Attendance

9. Please Attach Agenda

Branch President's Name & Daytime Phone Number

Branch Secretary's Name & Daytime Phone Number

This form to be forwarded a minimum of thirty (30) days prior to the event/function to Judy Mindach, Executive Assistant of the Alberta-NWT Command Office via fax 403-284-9899 or email to k.gagnon@abnwtlegion.com or mailed to 2020-15th Street NW, Calgary, AB T2M 3N8.

APPROVED BY COMMAND PRESIDENT

Command Budget _____ District Budget _____