

**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 Karen Gagnon, Executive Assistant of the Alberta-NWT Command Office via fax 403-284-9899 or email to [k.gagnon@abnwtlegion.com](mailto:k.gagnon@abnwtlegion.com) or mailed to 2020-15<sup>th</sup> Street NW, Calgary, AB T2M 3N8.

**APPROVED BY COMMAND PRESIDENT**

Command Budget \_\_\_\_\_ District Budget \_\_\_\_\_