



AMVETS

Department of Ohio

Request for Speaker/Guest



Post # _____ City: _____

Contact Person _____ Phone # (_____) _____

We would like the following State Officer to be a speaker/guest at our Post on _____ / _____ / _____
DATE

The event will start at _____ and end at _____ (approximate time)
TIME TIME

- | | | |
|---|---|---|
| <input type="checkbox"/> Commander | <input type="checkbox"/> 2 nd Vice Commander | <input type="checkbox"/> NEC Man |
| <input type="checkbox"/> Immediate Past Commander | <input type="checkbox"/> 3 rd Vice Commander | <input type="checkbox"/> Executive Director |
| <input type="checkbox"/> 1 st Vice Commander | <input type="checkbox"/> Finance Officer | <input type="checkbox"/> Other _____ |

****Please check only one officer box per Request Form****

What type of event: Installation Memorial Program
 Charter Presentation Other _____

What is the duty to be performed by the Officer? Guest Speaker Master of Ceremonies
 Installing Officer Guest
 Other _____

If requested to speak, on what topic would you like the AMVET Officer to regard? _____

Preferred attire for the event: Casual Business Casual Business Attire Formal/Black tie

Will lodging be provided? <input type="checkbox"/> No <input type="checkbox"/> Yes, where? _____	Location of event: <input type="checkbox"/> Post Home <input type="checkbox"/> Other (include address) _____
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Other Details: _____

Print name of Commander/Adjutant _____	Post Commander/Adjutant Signature _____	Date Signed _____
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****Please Note: This request should be submitted at least sixty (60) days prior to the event****

FOR OFFICE USE ONLY:

Request accepted by: _____ Date Accepted _____ / _____ / _____
Officer's Signature