

**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 function.

Branch \_\_\_\_\_ # \_\_\_\_\_ district # \_\_\_\_\_  
wishes to invite the following Command Officer and their Guest: **(please print)**

Command President \_\_\_\_\_ 1<sup>st</sup> Vice President \_\_\_\_\_

Vice President \_\_\_\_\_ Immediate Past Pres \_\_\_\_\_

Chairman \_\_\_\_\_ Treasurer \_\_\_\_\_

District Commander \_\_\_\_\_ Other \_\_\_\_\_

To attend a: \_\_\_\_\_ Held at: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Time officer should arrive: \_\_\_\_\_

Whom to contact on arrival: \_\_\_\_\_

Program agenda: \_\_\_\_\_

Duties you wish officer to perform: \_\_\_\_\_

Will the officer be the main speaker: \_\_\_\_\_

Approximate length of time to speak: \_\_\_\_\_

Other Legion officers in attendance: \_\_\_\_\_

Other speakers: \_\_\_\_\_

\_\_\_\_\_  
Branch President's Name & Signature

\_\_\_\_\_  
Branch Secretary's Name & Signature

Date: \_\_\_\_\_

**This form must be forwarded sixty (60) days prior to the event** to Judy Mindach, Executive Assistant of the Alberta-NWT Command Office via fax 403-284-9899 or email to [jmindach@abnwtlegion.com](mailto:jmindach@abnwtlegion.com) or mailed to 2020-15<sup>th</sup> Street NW, Calgary, Alberta T2M 3N8.

**APPROVED BY COMMAND PRESIDENT**

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