

THE AMERICAN LEGION DEPARTMENT OF MICHIGAN



212 N. Verlinden Ave., Ste A, Lansing, Michigan 48915

APPEARANCE REQUEST FOR STATE COMMANDER

Requesting Organization: _____

Point of Contact: _____ Phone: _____

Email: _____

Event Name: _____

Event Description: _____

Date of the Event: _____ Time of Event: _____ Length of event: _____

Event Address: _____

City: _____ Zip Code: _____

What will the Commander's role be for the event?

<input type="checkbox"/> Speaking*	<input type="checkbox"/> Honoree	<input type="checkbox"/> Recipient	<input type="checkbox"/> Donation
<input type="checkbox"/> Other (please describe): _____			

* If you are requesting the commander to speak: Topic requested: _____
Approximate length of time: _____

Is the event: Will a meal be offered? How will seating be set up?
 Indoors Yes Head table Stage/platform
 Outdoors No Table skirting In audience

Housing (if providing): Hotel Name: _____ Date Check In: _____

Hotel Address: _____ Confirmation Number: _____

Do you need? Introduction Bio Picture for press release

Return Form: via email: kim@michiganlegion.org
Kim Siedelberg, The American Legion, Department of Michigan
212 N. Verlinden Ave., Lansing, MI 48915

Phone:
(517) 371-4720 ext 13