

# REQUEST FOR DEPARTMENT OFFICER

Date: \_\_\_\_\_, District Number: \_\_\_\_\_, Post Number: \_\_\_\_\_

Date of Function: \_\_\_\_\_, Time of Function: \_\_\_\_\_

Name of Function (District Meeting, PC/PC Banquet, etc.): \_\_\_\_\_

Location of Function: \_\_\_\_\_

Address: \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_, Phone: \_\_\_\_\_

Requested as: \_\_\_\_\_ Dress: \_\_\_\_\_

**Complete the following, after the assignment has been made and returned to you. Forward to person being assigned to the function.**

Directions to Function: \_\_\_\_\_

\_\_\_\_\_

List of area Hotels/Motels (address/phone): \_\_\_\_\_

\_\_\_\_\_

**This assignment was made as soon as requested; changes may occur to this assignment due to unforeseen circumstances.**

**Mail to: Department of Michigan  
Veterans of Foreign Wars  
924 North Washington  
Lansing, Michigan 48906**

**For Department Use:**

Person Assigned: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_