

# THE AMERICAN LEGION DEPARTMENT OF MICHIGAN



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

## APPEARANCE REQUEST FOR STATE COMMANDER BRETT HOLT

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?

<input type="checkbox"/> Indoors	<input type="checkbox"/> Yes	<input type="checkbox"/> Head table	<input type="checkbox"/> Stage/platform
<input type="checkbox"/> Outdoors	<input type="checkbox"/> No	<input type="checkbox"/> Table skirting	<input type="checkbox"/> 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](mailto:kim@michiganlegion.org)  
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