



The American Legion Auxiliary Department of Michigan

212 North Verlinden Avenue, Suite B • Lansing, Michigan 48915
Phone 517-267-8809 • Fax 517-371-3698
www.michalaux.org

APPEARANCE REQUEST FOR DEPARTMENT PRESIDENT

Requesting Organization/Unit: _____

Point of Contact: _____ Phone: _____

Email: _____

Event Name: _____ Date of Event: _____

Event Description: _____

Time of Event: _____ Length of Event: _____

Event Address: _____
City Zip Code

What will the President's role be for the Event? Please check all that apply.

Speaking* Honoree Recipient Donation

Other (please describe): _____

*If you are requesting the President to speak, please list the topic: _____
Approximate length of time: _____

Is the Event: Indoors Outdoors Will a meal be offered: Yes No

How will the seating be arranged: Head table Stage/Platform Table skirting In audience

Housing (if provided): Check in Date: _____ Confirmation # _____

Hotel name, address and phone number _____

Do you need Introduction Bio Picture for press release

Please return form via email to Shannon@michalaux.org Shannon Werner, The American Legion Auxiliary,
Department of Michigan, 212 N. Verlinden Avenue, Suite B, Lansing, MI 48915 **Phone:** (517) 220-2746