

Officer Invited \_\_\_\_\_

Network Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Dates to Arrive/Depart: \_\_\_\_\_

The exact location of the Event (Send Detailed Directions):

Hotel/Facility: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Confirmation #: \_\_\_\_\_

Will the Officer's room be in the same location? Y or N

If not, where will it be? \_\_\_\_\_

Who will be the Officer's Official Host/Hostess throughout the visit? Phone #?

\_\_\_\_\_

What type of participation would you like from the Officer? (Speaker, Workshop, Panel, Installing New Officers):

\_\_\_\_\_

Anticipated attendance: \_\_\_\_\_ Time allotted for talk: \_\_\_\_\_ Time To Arrive: \_\_\_\_\_

Will there be another function the Officer will be attending? (ie: social, etc.): Y or N

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

Location: \_\_\_\_\_

Attire: \_\_\_\_\_

Will you need the following equipment: \_\_\_\_ Screen \_\_\_\_ Projector \_\_\_\_ Speaker

\*Please, have someone available to retrieve these items from the Officer upon arrival.

Please supply/attach any additional information that may be helpful. (Event Flyer, Specifics)

District Vice President: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Phone #: \_\_\_\_\_

Please submit your invitation to: [state@wcrflorida.com](mailto:state@wcrflorida.com)