



REQUEST FOR DEPARTMENT REPRESENTATION

Send to: State Adjutant VFW
Department of New Mexico
PO Box 1084
Ruidoso Downs, NM 88346
or email to
vfwnmhq@gmail.com

MEAL TICKETS FOR THE OFFICER BEING REQUESTED AND GUEST WILL BE PAID FOR BY THE REQUESTING ORGANIZATION

Event: _____ Indoor/Outdoor _____

Description of Event: _____

Date: _____ Start Time: _____ End Time: _____

VFW Event: _____ Post/District #: _____ Other organizations invited: _____

Location: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

On-site POC: _____ Cell # _____

Parking Information (i.e., Lot #, code to enter, fee): _____

Representative Requested¹: _____ Approved Bio requested: _____ Attire²: _____

Will the Representative be giving remarks? _____ Duration of remarks (If applicable): _____

Assignment deadline date: _____ Ticketed Event? _____ Ticket Purchased? _____

Requested Topic(s) or Focus of Remarks/Expectations: _____

Name: _____ Cell#: _____ Email: _____

Organization: _____ Post/District#: _____ Title: _____

Please provide on a separate sheet any additional applicable historical or information of interest to the representative. The more the representative knows about the event plans and details, the more effective the visit will be.

¹ Department may schedule a different rep, depending on availability. There may be occasions where a Department rep is not available due to current scheduled events.

² Formal, Semi-Formal, Business Casual, Casual