



**WISCONSIN AMERICAN LEGION**  
**Department Commander / Officer Visit**

# **RECOMMENDATIONS ON PROTOCOL**

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**IT IS RECOMMENDED THAT:**

1. The Commander is given the privilege of selecting the time of his appearance.
2. No other Department Officer appear on the program before the Commander with the exception that at a District Conference, the Department Adjutant and/or the Department Service Officer may give a short report before the Commander.

*(Reason: The Department Commander, as titular head of the organization, outlines the program which should be followed by the District, County, or Post and by the various committee chairmen. Under such circumstances, he is the keynote speaker and as such, he sets the tone for the program.)*

3. The Commander should be met by a person charged with the responsibility of looking after the needs and comfort of the Commander. He should be conversant with the details of the function and not leave the Commander by him or herself.
4. Meals and hotel accommodations for the Commander and his/her spouse, if it is necessary to stay overnight, will be paid for by the post.
5. Those courtesies which are usually extended to a visitor in your home, must be accorded the Commander, and the host organization must make every effort to see that such amenities are extended.
6. A "Request for a Visit by the Department Commander or Department Officer" form must be filled out and submitted to Department Headquarters as a proper invitation.



# WISCONSIN AMERICAN LEGION REQUEST FOR VISIT BY DEPARTMENT COMMANDER

Date of event: \_\_\_\_\_ City: \_\_\_\_\_

Occasion: \_\_\_\_\_

Type of appearance: \_\_\_\_\_  
(Post, County, District Meeting/Luncheon Club/ Civic Affair/ Other)

Location of event: \_\_\_\_\_  
(Post, Civic Building, Local Supper Club, etc.)

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

Time of appearance: \_\_\_\_\_

Who will compose the audience? \_\_\_\_\_  
(Legionnaires/Auxiliary/General Public/Youth Group/Other)

Will the Commander be the main speaker?  YES  NO \_\_\_\_\_  
How long will he/she be speaking?

Will he/she function in other capacities? \_\_\_\_\_

Does the event include the commander's spouse?  YES  NO

Is the event a dinner, luncheon or other gathering? \_\_\_\_\_

Type of attire: \_\_\_\_\_  
(Uniform Blazer and Legion Cap - Suit and Legion Cap or Legion Polo and Legion Cap)

Type of attire for commander's spouse: \_\_\_\_\_  
(Formal/Semi-Formal/Casual)

If the Department Commander cannot accept your invitation, do you want a Department Vice Commander?  YES  NO

Is the Department Historian welcome to attend?  YES  NO

What news media will be present?  Newspaper  Press  Radio  TV  Other

Press conference arranged?  YES  NO

Name of person who will meet the commander: \_\_\_\_\_

Other information that will be of assistance: \_\_\_\_\_

*Note: Protocol dictates that meals and hotel accommodations for the commander and his wife will be paid for by the post.*

\_\_\_\_\_  
Name of Post County District Phone Number

\_\_\_\_\_  
County Commander's Name Address: Phone Number:

\_\_\_\_\_  
Name of person extending the invitation Signature

\_\_\_\_\_  
Phone number Address