

District Meeting Preparation Form

Mail the completed form to your Dept. Representative at least 2 wks. prior to the District Meeting.

District # _____

Meeting Date: _____ Time: _____
(Day of week) (Date)

Meeting Location Information

Meeting Location: _____ Phone#: _____
(Post phone # or cell phone of the President)

Address: _____

Directions to the meeting site:

Will a lunch be served? _____ Before or after the meeting: _____
Cost of the lunch: _____ (needed for traveling companions)

District Officer Information

District President: _____ Phone number: _____
email Address: _____ Cell Phone: _____

District Commander: _____ Phone number: _____
email Address: _____ Cell Phone: _____

Host Post/Auxiliary Officer Information

Auxiliary President: _____ Phone number: _____
email Address: _____ Cell Phone: _____

Post Commander: _____ Phone number: _____
email Address: _____ Cell Phone: _____

Remember, your representative is depending on you to include as much information as possible, so they will not have any trouble finding their way to your meeting. Please include a contact phone number (i.e. Post phone or cell phone) in the event of an emergency. If they get lost or delayed on their way to your meeting, your home phone number will not help when you are already at the meeting site.