

VOITURE NATIONALE REPRESENTATIVE VISIT REQUEST		<i>For NATIONALE use only</i> Date received:
<i>Purpose: This form is used to request the attendance of the Chef de Chemin de Fer or other National Officer at an event. The information below is required to evaluate the event for appropriateness and compliance with Voiture Nationale policies and for coordination with the parties involved. Please complete all applicable sections. – PRINT CLEARLY or Type information –</i>		Date of request:
SECTION 1 – EVENT INFO	SECTION 2 – HOST ORGANIZATION INFO	
1. Name/Title of Requested Guest	1. Name of Host Organization	
2. Name of event	2. Full name and title of primary Point Of Contact (POC)	
3. Date and time of event	3. E-mail address(es) of primary POC	
4. Date/Time Guest should Arrive Guest should depart	4. Best phone number(s) of primary POC	
5. Audience size & composition	6. Name and contact information of alternate POC	
6. Location of event (Address/Phone)	7. Can you provide local transportation for the guest? (i.e. to and from the airport) Yes No Name/Phone of transportation provider:	
7a. If other distinguished visitors/VIPs are invited, please specify. 7b. Have you invited media? If so, please specify name and media organization.	8. Can you provide Hotel Accommodations for the guest(s)? Yes No Name/Address/Phone of Hotel Accommodations: Confirmation Number:	
8. Are local, state or federal officials involved? (If so, please explain) Yes No	9. Please add any other useful information below:	
9. Invited guest's responsibilities (greetings/speech/obligation/installation/etc.)		
10. Length of time allotted for speech/address		
11. Invitation is extended to the spouse? Yes No		
12. Are complimentary meals provided for: Guest - Yes No Spouse - Yes No	<i>Certification by sponsor: I am acting on behalf of my sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from Voiture Nationale will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments may require the assignment of a Sous Chef de Chemin de Fer or other National officer.</i>	
13. If your primary guest is not available, are you willing to accept an alternate? Yes No	Name/Title of organization representative completing this form	
14. Name/Title of preferred Alternate guest.	Signature of organization representative completing this form	

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