

LODGE REQUEST FOR PROFESSIONAL STAFF PARTICIPATION

EVENT _____ **LODGE** _____

DESCRIPTION OF EVENT _____

(CHEMPI Board of Trustees policy prohibits inviting \client/family to attend President's Visitations, DDGER Clinics and DDGER or Vice President's Visitations)

DATE OF EVENT _____ **TIME** _____ **# EXPECTED ATTENDEES** _____

NUMBER OF STAFF REQUESTED _____

CHILD & FAMILY REQUESTED *YES* *NO*
(Request for child/family will be honored if possible.)

DESCRIBE HOW STAFF/CHILD WILL BE ASKED TO PARTICIPATE

IS STAFF PERSON'S SPOUSE INVITED? *YES* *NO*

WILL LODGE BE HOSTING STAFF/FAMILY FOR MEALS? *YES* *NO*

IS AUDIO/VISUAL EQUIPMENT AVAILABLE? *YES* *NO*

HOW LONG IS THE PRESENTATION EXPECTED TO LAST?

DIRECTIONS TO THE LODGE OR LOCATION OF EVENT _____

PERSON IN CHARGE _____

Home Address _____

CITY _____ STATE _____ ZIP _____

Phone *Home* _____ *Work* _____

E-mail _____

Lodge Address _____

CITY _____ STATE _____ ZIP _____

Phone *Lodge* _____

NAME OF HOST _____

(Person assigned to serve as host to staff and family)

