

**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)

