

## Representative Assignment Request Form

State Convention, Regional Conference, District, Zone, Anniversaries, and all other Assignments.

**\*MUST BE RECEIVED 60 DAYS PRIOR TO EVENT DATE IN ORDER TO REQUEST A REPRESENTATIVE**

Event \_\_\_\_\_ Date(s) \_\_\_\_\_

Are you requesting a representative for the Aerie ☐ Auxiliary ☐

Host Aerie/Auxiliary Name \_\_\_\_\_ Host Aerie/Auxiliary No \_\_\_\_\_

Airport \_\_\_\_\_

Arrival Date \_\_\_\_\_ Approximate Time \_\_\_\_\_

Who will pick up from the airport \_\_\_\_\_ Phone \_\_\_\_\_

Departure Date \_\_\_\_\_ Approximate Time \_\_\_\_\_

Who will drop off at the airport \_\_\_\_\_ Phone \_\_\_\_\_

Hotel \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Is the Aerie ☐ Auxiliary ☐ in Compliance? Please check before sending in your request.

You must be in compliance **45 days prior to the event** to receive a representative.

Representative(s) Requested? \_\_\_\_\_

(Please give at least 3 names)

When is the representative expected to speak? \_\_\_\_\_

Subject \_\_\_\_\_

If you would like information on any of the following, go to [www.foe.com](http://www.foe.com) under members only section.

- |                                                                       |                                             |
|-----------------------------------------------------------------------|---------------------------------------------|
| <input type="radio"/> Officer Duties & Responsibilities               | <input type="radio"/> Keeping in Compliance |
| <input type="radio"/> Membership                                      | <input type="radio"/> Marketing             |
| <input type="radio"/> Complaint Trial Procedure                       | <input type="radio"/> Quick Books           |
| <input type="radio"/> Secretary Duties & Responsibilities             | <input type="radio"/> Grants                |
| <input type="radio"/> Protocol                                        | <input type="radio"/> Trial Committee       |
| <input type="radio"/> Getting Members involved                        | <input type="radio"/> Conciliation          |
| <input type="radio"/> Auditor Duties, Responsibilities & Instructions | <input type="radio"/> Recruiting Officers   |
| <input type="radio"/> Mediation                                       |                                             |

**Day 1 Events:** \_\_\_\_\_

Date: \_\_\_\_\_ Dress Code: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Day 2 Events:** \_\_\_\_\_

Date: \_\_\_\_\_ Dress Code: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Day 3 Events:** \_\_\_\_\_

Date: \_\_\_\_\_ Dress Code: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Day 4 Events:** \_\_\_\_\_

Date: \_\_\_\_\_ Dress Code: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Day 5 Events:** \_\_\_\_\_

Date: \_\_\_\_\_ Dress Code: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Day 6 Events:** \_\_\_\_\_

Date: \_\_\_\_\_ Dress Code: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Day 7 Events:** \_\_\_\_\_

Date: \_\_\_\_\_ Dress Code: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Signature** \_\_\_\_\_, **Title** \_\_\_\_\_