

PROTOCOL AND REFRESHMENT INFORMATION

Is the Ceremony / event to be held in a Lodge Room? Yes _____ No _____

TYPE: Tiled _____ Open _____ Public _____ TIME _____

PROPOSED DELEGATIONS _____ LOCATION _____

Is there a collation
 a dinner

connected with this event? Yes _____ No _____

If yes: Before _____ After _____ Head Table _____ (List those at head table)

BANQUET / DINNER DANCE

Is there a dais? Yes _____ No _____ TIME _____

List those scheduled to be at head table / dais LOCATION _____

Dress code: Brothers _____ Formal _____ Bus _____ Casual _____ Sport _____
Ladies _____ Gown _____ "T" _____ Dress _____ Casual _____ Sport _____

TRANSPORTATION: Yes _____ No _____ LODGING: Yes _____ No _____

REGALIA: Yes _____ No _____

PHOTOS: Yes _____ No _____ PRESS: Yes _____ No _____

RETURN FORM TO THE APPROPRIATE MARSHAL

GRAND MARSHAL: R.:W.:Robert S. Finley (Kay)
13 Logan Avenue, NY 14701
R: (716) 487-0340 Fax: (716) 487-0340
e-mail: rkfinley@netsync.net

DEPUTY GRAND MARSHAL: R.:W.:Robert J. Servidio, (Marge)
328 White Road NY 111501-1127
R: (516) 746-7185
e-mail: bserv@verizon.net

GRAND MASTER/DEPUTY GRAND MASTER

VISITATION REQUEST AND INFORMATION FORM

Date Submitted _____ Date(s) of Event _____

TYPE OF EVENT

_____ Apron Presentation	_____ Awards Night	_____ Concordant Body
_____ Cornerstone	_____ Banquet	_____ Dinner/Dance
_____ Investiture Ceremony	_____ Widow's Program	_____ Anniversary (_____ years)
_____ Youth	_____ O.E.S./Amaranth	_____ Other

DEMOGRAPHIC INFORMATION

Honoree _____ Title _____
Lodge Name and Number of Sponsoring Body _____
Master or Head of Sponsoring Body _____
District _____ DDGM Name _____

CONTACT INFORMATION

CHAIRMAN / MC / LIAISON

Name _____ Home Phone _____
Address _____ Bus. Phone _____
_____ Fax _____

LOCATION

Lodge or name of Building _____
Address / Directions _____

