



Pup Tent Function Notification  
for the 20\_\_\_\_ - 20\_\_\_\_ year



Pup Tent Name and Number: \_\_\_\_\_

State/Grand: \_\_\_\_\_ City of Event: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Cootie POC Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

This event be in conjunction with the  
MOCA Military Post \_\_\_\_\_  
VFW/VFWA Civilian Community ( Local / County / State)  
Other Veterans Organization(s) \_\_\_\_\_

At the event, will there be Grand Officers? Yes No Department Officers? Yes No  
If you are requesting a Supreme officer/Past Supreme Commander, list below who you are inviting:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(We will do our best to honor your request.)

Hotel/motel: \_\_\_\_\_ Airport: \_\_\_\_\_

The Pup Tent will provide

- Transportation (to/from airport): \_\_\_\_\_ (POC)
- Hotel Accommodations: \_\_\_\_\_ (number of nights)
- Meal Ticket(s): \_\_\_\_\_ (number of tickets)
- Other: \_\_\_\_\_

Yours in LOTCS,  
Pup Tent Seam Squirrel/Commander (name/contact information) Date: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Attach an itinerary (with uniform of the day) and registration form  
about the event with this document or send it to the Supreme Adjutant as it becomes available.