

AMERICAN LEGION ED BRAUNER POST 307

EVENT RSVP REQUIREMENTS

This procedure is required in order to ensure we have adequate space, food, and beverage service at Post 307 events. An accurate count of attendees is necessary due to venue capacity and also to ensure Post 307 does not over/underestimate event attendance in regard to the purchase of food and beverage.

An RSVP list will be used and adhered to without exception. Upon arrival your name will be checked against the RSVP list prior to being allowed entry into the event. Members are asked to complete and submit the RSVP form either in person at a Post meeting, online via our website, or via US Mail to our PO Box address (see bottom of form) no later than (NLT) the determined response date. This will ensure yours and the name of your guest (if applicable) will be added to the RSVP list. Failure to RSVP will result in entry being denied to the event.

POST COPY

EVENT NAME	EVENT DATE	
FIRST NAME	LAST NAME	
EMAIL	CELL PHONE	
MEMBER ID NUMBER	GUEST ATTENDING? <input type="checkbox"/> YES <input type="checkbox"/> NO	CAN WE TEXT YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO
MEMBER SIGNATURE	DATE	

-----cut along this line-----

MEMBER COPY

THIS IS YOUR EVENT TICKET!

Please make sure to submit the top portion of this form to the Post 307 Sergeant-at-Arms or designated representative, and then retain the bottom portion of the RSVP form and present it at the door prior to event entry.

EVENT NAME	EVENT DATE
FIRST NAME	LAST NAME
MEMBER SIGNATURE	DATE

POST 307 FORM RSVP-1 (2024)

Previous Versions May Be Used

VENUE

DETAILS

RSVP

MAILING ADDRESS*

Post 307
PO Box 6676
Metairie, LA 70009

*Only use this address if you're mailing-in your RSVP form.