



*Missouri Jaycees*  
**REQUEST FOR STATE GUEST**

**Please enter the requested information and send this document to the address below.**

**Date of Request:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone (best to reach you):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**State Guest Requested:** \_\_\_\_\_

**Function that State Guest will be attending:** \_\_\_\_\_

**Attire (circle one):** Casual      Business      Formal      Other \_\_\_\_\_

**What is the date and approximate time that you would like them to arrive?** \_\_\_\_\_

**What is the date and approximate time that they will be departing?** \_\_\_\_\_

**Plan of how the State Guest will be utilized throughout the visit:**

Day	Time of Activity	Activity (What will the State Guest be doing? training, speaking, recruiting, etc)	# of Members in Attendance

**Send State Guest Request Form to:**  
**Kristi Webb, Chief of Staff**  
*917 NE Wein Avenue, Blue Springs, MO 64014*  
*kristiwebb@aol.com*