



## Grand Master or Grand Officers Event Request and Invitation Form

To accommodate and coordinate the requests and invitations received by the Grand Lodge, we have prepared this request form. If your Lodge or Organization would like the Grand Master and/or the Grand Officers to attend your upcoming event, please complete this form and return it to the Grand Secretary as far in advance as possible as part of your event planning.

**Requesting Lodge Name and Number,  
or Name of Requesting Organization:** \_\_\_\_\_

Type of Event (*describe in detail*): \_\_\_\_\_

Contact Name Submitting this Request: \_\_\_\_\_

Contact Phone Number and Email Address: (\_\_\_\_) \_\_\_\_\_

*Phone*

*Email*

Address/Location of the Event: \_\_\_\_\_

*Street*

*City*

*State*

*Zip*

Requested Day and Date of Event (*please avoid weekdays*): \_\_\_\_\_

Alternative Day and Date of Event: \_\_\_\_\_

Requested Start Time (*Cornerstone and Dedication Ceremonies require a one hour preparation time to ritually open the Grand Lodge and prepare the Ceremony*): \_\_\_\_\_

Alternative Start Time: \_\_\_\_\_

Expected Event Duration: \_\_\_\_\_

RSVP Deadline: \_\_\_\_\_

RSVP to e-mail and/or phone number: \_\_\_\_\_

Meal (*if a meal is planned, please indicate the cost*): \_\_\_\_\_

Type of Program Desired (*speech, presentation, other*): \_\_\_\_\_

Invitees (*Grand Master only, Grand Officers, wives?*): \_\_\_\_\_

Parking Arrangements (*if any*): \_\_\_\_\_