



**2017-2018 AMERICAN ASSOCIATION OF LAW LIBRARIES
CHAPTER VISIT REQUEST FORM**

Name of Chapter: _____

Date of Meeting: _____
(Please allow eight weeks lead time.)

Location of Meeting: _____
(Name of Institution, hotel or facility, and city and state)

Your Chapter is eligible for a visit from:

- President, Vice President/President-Elect, or Immediate Past President Board Member

Is there a particular person you would like to invite? _____

- Our Chapter will not be requesting an AALL visitor this year.

Contact Person: _____

Institution/Firm: _____

Address/City/State/Zip: _____

Business Phone: _____

Email: _____

Visiting AALL Board members will speak regarding the Association at your meeting. Please attach an agenda for the visiting board member or provide the date and time that they will be speaking. Please specify if there is a particular topic of interest that you would like the board member to address. If your meeting plans are still being finalized, just make a note below and send the information to Headquarters as soon as it is available.

Please comment regarding plans for your chapter meeting that the visiting AALL Board member should know in advance. For example: Will you be celebrating a significant event/anniversary this year? If so, please explain below:

PLEASE COMPLETE AND RETURN TO KIM RUNDLE AT krundle@aall.org.