NARVRE Biennial Convention Hosting Request Form

NARVRE conventions are held every two years in the even numbered years. If your unit is interested in hosting a convention, please complete this form in ink at least 75 days prior to the next scheduled convention and mail to the National Secretary/Treasurer at: NARVRE, 6819 Crumpler Blvd. Ste. 200, Olive Branch, MS 38654-19400.

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Local Unit # City State Number of Unit Members

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Number of Member Unit cash on hand

Convention Volunteers for initial expenses

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Committee Chairman Name Phone Number E-mail Address

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Committee Sec/Treas. Name Phone Number E-mail Address

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Hotel or Convention Site Street Address

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City, State & Zip Phone Number

The following are Y/N questions.

Shuttle service to the Airport? ( ) Restaurant/Bar? ( )

Complimentary Breakfast? ( ) Food Service or Catering? ( )

Banquet Room? ( ) ADA Compliant (Handicap)? ( )

Meeting Rooms? ( ) Number of Guest Rooms? \_\_\_\_\_\_\_\_

Business Center ( ) Distance to Airport \_\_\_\_\_\_\_\_\_\_ miles.

On-site parking ( ) Distance to Amtrak \_\_\_\_\_\_\_\_\_\_ miles.

Local Tourist Attractions: