

INFO NEEDED FOR PRESIDENTIAL GREETING REQUESTS

GREETING TYPE:

- Birth of Child
- Birthday
- Condolence
- Eagle Scout
- Girl Scout Gold Award
- Graduation
- Retirement
- Spiritual Achievement
- Wedding
- Wedding Anniversary

CONTACT INFORMATION FOR GREETING RECIPIENT

- Prefix
- *First Name
- Middle Name
- *Last Name
- Suffix
- Appellation
- *Address Line 1
- Address Line 2
- *City
- *State
- *Zip
- Is the individual requesting the greeting the same as the greeting recipient?
 - o Yes
 - o No

IF NO:

- *Requestor Full Name
- *Requestor Address
- *Requestor City
- *Requestor State
- *Requestor ZIP
- *Dispatch
 - o Mail to greeting recipient
 - o OR Mail to individual requesting the greeting