

REQUEST # _____
DATE RECEIVED _____
<b>FOR OFFICE USE ONLY</b>

### Zuhrah Shriners

## REQUEST FOR CLUB/UNIT APPEARANCE

Club/Unit: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Name & Type of Event (be specific): \_\_\_\_\_

Organization Making Request (be specific): \_\_\_\_\_

Location of Event (be specific): \_\_\_\_\_

Event is No Cost to Zuhrah Shriners (True/False): \_\_\_\_\_

Direct Cost to Zuhrah Shriners (if so, Amount): \_\_\_\_\_

- PARADE                       CONCERT                       SHOW and/or DINNER  
 SOCIAL                               OTHER

Will Non-Shriners be participating in this Club/Unit Appearance:

- YES                       NO

### IMPORTANT INFORMATION

- All appearances MUST BE APPROVED BY THE DIVAN in advance. They are acted upon at each Divan Meeting. Allow enough time for this process.
- Each Club/Unit Request is responsible for contacting the requested group to make all arrangements in case of approval or notification, in case your Club/Unit cannot make the requested appearance.
- Each Club/Unit is allowed to request reimbursement for direct expenses but you cannot charge a fee for appearance.
- Any appearance or social event held within the jurisdictional area of another Temple MUST HAVE THAT TEMPLE'S PERMISSION. Zuhrah's Marshal will write for this approval via our Potentate - the Club or Unit DOES NOT make this contact to that Shrine Center for approval. The request must be done far enough in advance to allow for an answer and not create an embarrassing last minute request (includes Lost Spur Country Club or Shrine Center).

**RETURN THIS FORM IN IT'S ENTIRETY to [requests@zuhrah.org](mailto:requests@zuhrah.org) -- A CONFIRMATION CAN BE REQUESTED OF THE ZUHRAH MARSHAL WHEN THIS REQUEST IS CONFIRMED AND APPROVED. DO NOT ASSUME THIS REQUEST IS APPROVED AND/OR START SPENDING FUNDS TOWARDS THIS APPEARANCE REQUEST UNTIL YOU GET APPROVAL FROM THE ZUHRAH MARSHAL.**

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Presented to Divan: _____	Approved: <input type="checkbox"/>	No Cost to Zuhrah _____
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Marshal Approval: _____	Approved: <input type="checkbox"/>	Direct cost to Zuhrah _____
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Event Outside Zuhrah Jurisdiction: \_\_\_\_\_

Letter to other Temple requesting approval: \_\_\_\_\_

Approval/Denial Received from Outside Temple: \_\_\_\_\_

Marshal: \_\_\_\_\_