



**Lions Mobile Sight & Hearing Unit of District 24D**

**Scheduler: Lion Mary Lou Newman**

**[mlnewman0@verizon.net](mailto:mlnewman0@verizon.net) 757-220-4809**

Please use the instructions below when completing the LMSHU Scheduling Request form. It is formatted to be fillable while open on your computer. Upon completion of the form save to your computer using the file name format 2010-12-25LMSHU where the date is the date of your event and LMSHU is replaced with your Club Name (without spaces). Following, open a new email and attach the saved form to the email and return to [mlnewman0@verizon.net](mailto:mlnewman0@verizon.net)

Today's Date: ***The date you are completing the form.***

Club Scheduling: ***The name of the Lions Club that is coordinating the event.***

Lions Club POC/Lion Calling to Schedule: ***The name of the Lion POC for the event.***

Phone: ***Phone number for the POC entered above.***

Email: ***email address for the POC entered above.***

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Lions Club Treasurer/Secretary: ***The person who will be paying for the Club.***

Address: ***Street Address for the person entered on the line above.***

Address: ***City, State and Zip Code for the person entered above.***

Phone: ***Phone Number of the person entered above.***

Email: ***email address of the person entered above.***

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Date(s) Scheduled: ***The date of the event you are reserving the LMSHU for.***

Time of Event: ***The actual start and end times for the event.***

Location of Event: ***Name of the location for the event.***

Address: ***Street Address for the event location.***

Address: ***City, State and Zip Code for the event location.***

POC at Event: ***The name of a person who will be at the event location when the LMSHU arrives.***

Phone: ***Preferably a Cell Phone number for a person who will be at the event when the LMSHU arrives. This is used by the LMSHU driver in case of delay or unforeseen events.***

Event Comments (If any): ***Any special instructions such as LMSHU parking location, need for use of the LMSHU generator.***

Does your Club want a Diabetes Kit: ***Select one of the Radio Buttons, YES or NO.***

Club Diabetes Awareness Contact: ***Enter only if you selected YES above.***

Phone: ***Enter only if you selected YES above.***