

**Example of Letter to be sent with your
Rehearsal and Wedding list
You need a letter for both**

Wedding of Jane Doe - John Smith

Day/ Month/Year

From: Jane Doe

To: Directorate of Emergency Services/VCC

EVENT: Wedding for Jane Doe & John Smith

SPONSORING ORGANIZATION: Main Post Chapel

LOCATION: 4419 Robert & Llewellyn
Fort George G. Meade, MD 20755

DATE: Day/ Month/Year

TIME: 3-6

POC: JANE DOE
Home Phone: 000-000-0000

See Attached Lists

Rehearsal List
Wedding List

Jane Doe or John Smith
Sign your name

2 list are needed

- 1. Rehearsal List**
- 2. Wedding List**

**Names must be in alphabetical order on each list.
Each name must be listed (see below).**

Doe, Jane
Doe, John
Doe, Mary
Doe, Sam

You may not use Mr. and Mrs (see below)
Mr. & Mrs. John Doe

If I received a list that is not in order, I will give the point of contact a call redo the list.

If you have any question please call me Jo Anne Johnson at 301-677-6035/3785.