

EVENT REQUEST FORM

Middle Tennessee State University Student Ambassadors

Event: _____

Date: _____ Time of Event: _____

Location of Event _____
(Attach directions or map if located off campus)

Description of Event: _____

Number of Ambassadors requested: _____ Number of hours needed: _____

Time Ambassadors Needed: _____

Duties _____

Requested Attire: (check one) _____ Official Uniform (Royal Blue Jackets)

_____ Casual Uniform (Golf shirt)

Person in charge/Office Name _____ Phone _____

Email Address _____ On-site Cell Phone _____

Additional information may be listed on the back of this form.

In the event of an emergency just before or during your event, whom should the student ambassador call?

Name _____ Phone Number(s) _____

I understand that I am responsible for overseeing the Student Ambassadors while they are assisting with this event.

Signature: _____ Date: _____

Please return completed form to Alumni Relations, Campus Box 104 OR Fax to 898-5746, at least three weeks prior to scheduled event. Requests are filled on a first come, first serve basis. Every effort will be made to fulfill your request pending student availability. Questions may be directed to Molly Cochran at 898-2923 or mcochran@mtsu.edu

(Continued on back)

Additional Information:

FOR OFFICE USE ONLY

___ Request Approved ___ Request Denied

Reason for Denial _____

Authorizing Signature _____ Date _____

Student Ambassadors Assigned:

