# 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.*

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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: _____

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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:

_____

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FOR OFFICE USE ONLY

____ Request Approved ____ Request Denied

*Reason for Denial* _____

Authorizing Signature _____Date _____

*Student Ambassadors Assigned:*

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(Rev. 3-15-07)