

## Tennessee Technological University STUDENT AMBASSADOR REQUEST

Do you have an upcoming event? The College of Arts and Sciences Student Ambassadors would like to help. Please complete the following form and return it to the Student Success Center office (HEND 202). Please allow a minimum of 3 weeks to notify, schedule, and confirm for your event. Please note that availability cannot be guaranteed since ambassadors must work around school and work schedules.

Name of Event		Location	
Date	Start time	End time	
Contact Person	Phone	Email	
Number of Ambassadors Needed	Major Requested (depends upon availability)		
Description of Event/Ambassador Responsibilities			
Please indicate necessary ambassador arrival time			
Please indicate arrival/meeting location			
Date of this Request			

Thank you for your interest in securing student ambassadors for your event. A confirmation email will be sent acknowledging that we received your request. You will be notified as soon as ambassadors are scheduled.

Once ambassadors have been assigned to your event, all communication with them (i.e. reminders, time changes, etc.) will be your responsibility.

Please call our office at 372-3610 if you have any questions.

### *For office use only*

Name	Email	Phone	Service Hours for this Event