

# Student Ambassador

Event Aid Request Form

<b>Organization Name:</b>
<b>Type of Help Needed</b>
Set Up <input type="checkbox"/> Clean Up <input type="checkbox"/> Take Down <input type="checkbox"/> Tabling <input type="checkbox"/> Event Assistance <input type="checkbox"/> Food Serving <input type="checkbox"/> Material Preparation <input type="checkbox"/> Tours <input type="checkbox"/> Event Promotion <input type="checkbox"/> Cart Drivers <input type="checkbox"/> Direction Aid <input type="checkbox"/> Student Panel Speaking <input type="checkbox"/>
Other:

<b>Event Details</b>	
Name:	
Date:	Time:
Amount of Volunteers Needed:	Location:
Event Description:	Attire:
(Feel free to write on back)	

<b>Contact Information</b>	
Name:	
Phone: (    )	E-mail:
Relationship to Event:	

*Please submit this form 3-4 weeks prior to your event. If your event is added to our calendar, we will contact you via e-mail. There is no guarantee that we will be able to fulfill your request but we will do our best to support you.*

**X**

Requestor/Advisor