

Ambassador Request Form for Faculty and Staff Event

Anne Arundel Community College

Campus Information and Visitor Services

Please print, fax or interoffice this form to Heather McFarland at (410)777-4129 (fax) or hmmcfarland@aacc.edu, Student Services Center 155. Please allow 2-3 weeks to notify, schedule, and confirm Ambassadors for your event. (Availability may vary)

Requestor's Name:	
Requestors Department:	
Requestor's Phone Number/ Extension:	
Requestor's Email Address:	
Title of Event:	
Date and Time of Event:	
Please indicate what time you would like the Ambassadors to arrive:	
Location of Event:	
Description of Event/ Ambassador Responsibilities: <i>(if your event is major specific please let us know)</i>	
Number of Ambassadors Needed:	
Dress Attire: <i>(please note if not specified Ambassadors will wear their red uniform shirts, dress pants and shoes.)</i>	
Other comments:	

Thank you for your interest in securing a student ambassador for your event. If you are having a pre-event meeting and would like the ambassadors to attend please let us know. A confirmation will be sent to you shortly confirming the details of your event.