



# ATHENIAN AMBASSADORS

ATHENS STATE UNIVERSITY

## Request Form for Athenian Ambassador Assistance

Name of the Organization: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_

Point of Contact Email and Phone Number: \_\_\_\_\_

Event Name: \_\_\_\_\_

Brief Event Description:

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Brief Description of How Ambassadors will be Used:

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Date of the Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Start Time of the Event: \_\_\_\_\_

Time Ambassadors Need to be at the Event: \_\_\_\_\_

The Attire of Ambassadors: \_\_\_\_\_

Number of Ambassadors Requested: \_\_\_\_\_

Today's Date: \_\_\_\_\_

To allow for coordination time, a usage request needs to be submitted no later than 30 days prior to the event date.

### Form Submission

A filled-out form should be returned to the Ambassador Program Administrator Beth Jenkins at [Beth.Jenkins@athens.edu](mailto:Beth.Jenkins@athens.edu). Please direct any questions you have on the usage of ambassadors to Ms. Jenkins either by email or phone at 256-233-8159.

*\*Please note the Athenian Ambassadors are the official host and hostess of the university. They earn scholarships from the university to work at university, corporate and community events. Due to the volume and the nature of usage requests, there is no guarantee that every request or number of requested ambassadors can be met.*