

LION AMBASSADOR REQUEST FORM

To ensure Lion Ambassador participation, please submit requests at least **TWO WEEKS** prior to the event via the **website**. Hard copies may be submitted as a follow-up to the online request. You will be notified one week after we receive the request or two weeks prior to the scheduled event. **NO TELEPHONE REQUESTS WILL BE ACCEPTED.** Thank you.

Requester's Name: _____ Date Submitted: _____

Address: _____

Department/Office: _____ Telephone: _____

Event: _____

Date of Event: _____ Time of Event: _____ to _____

Type of Event: Reception Luncheon/Dinner *Bus Tour Walking Tour
* Bus must be provided by requestor

Description of Event: _____

Location of Event (*if a tour is requested, please state the desired beginning and ending points*)

Number of Ambassadors Needed: _____ Arrival Time for Ambassadors: _____

Preferred Ambassador Dress:

Formal (*Blazer and Tie*) Polo Shirt
Informal (*Sweater w/o Tie*)

Ambassador Responsibilities: (*Please specify*) _____

Special Notes (*Specific major/college/hometown, etc. of Ambassador? Person to be contacted at event for instructions? Special points of interest to mention on tour:*)

The purpose of special assignments is to do tours and events that are not usually scheduled and that follows our mission statement of promoting the University. We hope to participate in events that will use our qualities and resources effectively.

Please return requests to:

*Penn State Lion Ambassadors
Hintz Alumni Center
University Park, PA 16802
Attn: Administrative Vice President*