

# Request for President's Ambassadors Form

Please submit a completed form via email to the Office of the President to the attention of Ashley Gardner, Executive Assistant, at [agardner@wtamu.edu](mailto:agardner@wtamu.edu) and please cc: Maddie Little, Administrative Graduate Assistant at [mvlittle@wtamu.edu](mailto:mvlittle@wtamu.edu) and Tracee Post, Chief of Staff Vice President of Strategic Management, at [tpost@wtamu.edu](mailto:tpost@wtamu.edu). If you have any questions please contact Ashley Gardner at 806.651.2104.

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## EVENT INFORMATION [to be filled out by the requestor]:

Event Name:

Event Date:

Event Location:

Event Start Time:

Event End Time:

Ambassador  
Arrival Time:

Ambassador  
Depart Time:

Event Contact Person's Name:

Event Contact Person's Cell Phone Number:

Number of Ambassadors Requested:

Ambassador Duties Requested:

Event Agenda Order:

Other Comments:

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## EVENT APPROVAL [for office use only]:

Ambassadors assigned to serve:

	Name	Cell Phone	E-mail
Ambassador 1			
Ambassador 2			
Ambassador 3			
Ambassador 4			
Ambassador 5			
Ambassador 6			