

Purple & Gold Student Ambassadors

Request for Involvement

- Requests should be made 10 business days prior to the event/activity
- Questions should be addressed to Melissa Samuels, director of alumni programs, at 2-3083 or msamuels@uamail.albany.edu

CONTACT NAME:	DEPARTMENT:
CONTACT PHONE:	CONTACT EMAIL:

TITLE OF EVENT:	
DATE OF EVENT:	TIME OF EVENT:
LOCATION OF EVENT:	
ON SITE CONTACT:	
STUDENT ARRIVAL TIME:	
NUMBER OF STUDENTS REQUESTED:	
ATTIRE: (IE. CASUAL, BUSINESS, ETC.)	
SPECIALTIES (IE. MAJORS, TEAMS, EXTRACURRICULAR INVOLVEMENT, ETC.):	
MENU SELECTION(S):	
WILL ALCOHOL BE SERVED?:	
DESCRIPTION OF EVENT:	
STUDENT ROLE(S):	
ATTENDEE(S):	
ADDITIONAL INFORMATION:	

PLEASE RETURN THIS FORM TO MELISSA SAMUELS VIA CAMPUS MAIL TO THE ALUMNI HOUSE, VIA FAX TO EXT. 2-3207 OR VIA EMAIL TO MSAMUELS@UAMAIL.ALBANY.EDU.