

Lumbee Ambassadors

Appearance Request Form

***Please fill out form completely. Incomplete forms will not be accepted.***

**Name of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Event:** \_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_ **Time of Arrival: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Length of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Facility & Location of Event:** *(Please provide physical address for directions)*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Is there an admission fee?** Yes ❒ No ❒ **Type of dress required:**

*If, yes how much?* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Cultural* ❒ *Business* ❒ *Formal* ❒ *Semi-Formal* ❒

**Will your event be serving alcoholic beverages?** *Yes* ❒ *No*❒

**Which Ambassador(s) are you requesting?** *(Check all that apply) Please list details of your request: e.g. one or two songs, specific theme/topic, what type of audience will she be addressing, etc. for each Ambassador you are requesting.*

**Little Miss Lumbee** ❒ **Do you want her to:** *Perform*❒ *Speak*❒ *Attend*❒

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**Junior Miss Lumbee** ❒ **Do you want her to:**  *Perform*❒ *Speak*❒ *Attend*❒

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**Teen Miss Lumbee** ❒ **Do you want her to:**  *Perform*❒ *Speak*❒ *Attend*❒

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**Miss Lumbee** ❒ **Do you want her to:**  *Perform*❒ *Speak*❒ *Attend*❒

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**Does your event require overnight stay?**  Yes❒ No❒ *If, yes please list details below:*

**Will Host Event pay travel expenses**? *Yes*❒ *No*❒

**If Host is paying expenses which ones are you covering*?*** *Hotel*❒ *Per Diem*❒ *Gas*❒ *Other*❒ *\_\_\_\_\_\_\_\_\_\_\_*

**Please provide the name, physical address and phone number of host hotel(s) and or event site:**

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***PLEASE COMPLETE ENTIRE CONTACT INFORMATION SECTION***

**Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Email Address***:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax:** (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any other details that is important to know about the event that has not been listed above?**

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***Name of person making request Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Ambassador Coordinator Date Approved/Denied***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Please email requests to*** ***slocklear@lumbee.org*** ***or mail them to the address listed below.***

***Sharlene Locklear - Ambassador Coordinator***

***LUMBEE REGIONAL DEVELOPMENT ASSOCIATION***

***P.O. Box 68 Pembroke, NC 28372***

***www.lumbeehomecoming.com***

***910-522-2133***