

Date _____



The St. Louis CVC Welcome Ambassador Request Form

A Warm St. Louis Welcome

Your meeting is important to St. Louis and the Convention & Visitors Commission is your partner in making it a success. We want your attendees to feel welcomed and to have a satisfying experience in St. Louis.

Our Welcome Ambassadors are a group of highly skilled volunteers dedicated to promoting the civic and cultural gems of our community. They would like to welcome your group to our city.

If you desire to schedule an official Ambassador welcome for your group, please fill out the attached form and mail, fax, or email it to your Convention Services Manager. Please note, a typical presentation is approximately 5-7 minutes in length.

St. Louis Convention & Visitors Commission
701 Convention Plaza, Suite 300
St. Louis, MO 63101
Fax: 314.621.7729
conventionservices@explorestlouis.com
www.explorestlouis.com

Contact Information

Name of Group: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Presentation Information

Date: _____

Time: _____

Venue: _____

Address: _____

Presentation will be made:

at end of meeting/event

during course of meeting/event

at start of meeting/event

Meeting/Event begins: _____ Ends: _____

PLEASE FILL OUT OTHER SIDE

Before making the presentation, the Ambassador:

Reports to: _____(name & title)

Meets at: _____(location & time)

Purpose of meeting/event at which presentation will be made:

Ambassador will:

Be introduced by: _____(name & title)

Introduce someone else: _____(name & title)

Background Information

Number of people attending convention: _____

Has group visited St. Louis before? Yes No

Number attending meeting/event at which the presentation will be made: _____

Constituency of group: _____

Attendee's attire for meeting: _____

Additional Comments

(Please include any that you think are pertinent.)