

MEET & GREET REQUEST FORM

INSTRUCTIONS: Use this form to request a Meet and Greet operation at Detroit Metropolitan Wayne County Airport (DTW). The application must be typed or printed using ink and signed by the responsible party. Submit form to external.affairs@wcaa.us at least ten (10) business days before requested date. Requestor assumes any and all liabilities and further agrees to (1) Save harmless and indemnify WCAA (as further described in WCAA's Welcome Banners & Meet and Greet Operations Guidelines); (2) Comply with all guidelines and or specifications under which a welcome banner is granted; and (3) Notify WCAA of any changes to the information provided for further review and approval. **By signing below, Requestor acknowledges that they have read and understand all conditions of approval, including the Welcome Banners & Meet and Greet Operations Guidelines, as set forth by WCAA.**

APPLICANT INFORMATION

Official Name of Business/Organization

Mailing Address (Number, Street, State, City & Zip)

Phone

E-mail Address

PRIMARY COORDINATOR INFORMATION

ONSITE CONTACT INFORMATION

Contact Name

Contact Name

Phone

E-mail Address

Phone

EVENT INFORMATION

Name of Event

Start Date

End Date

of Event Attendees

of Attendees @ DTW

LOCATION(S) – If more date/times are needed, please include in email

Evans Terminal (Please specify location):

Table Location Options: Baggage Claim – Near Information Booth
 Baggage Claim – Between Carousels #3 and #4

McNamara Terminal (Please specify location):

Table Location Options: Domestic Baggage Claim – Near Carousel #6
 International Arrivals Lobby

Greeter Location Options: Ground Transportation Center – Pedestrian Bridge ,
 Ground Transportation Center – Level 1 , Ticket Lobby

Greeter Location Options: Domestic Baggage Claim – Under Flight Information
 Display Screens , Ground Transportation Center – Pedestrian Bridge

Date

Start Time

End Time

Date

Start Time

End Time

Date

Start Time

End Time

Date

Start Time

End Time

The number of Meet & Greet Passes needed?
 (Max number of passes = 10)

Walkthrough needed?

Yes

No

Date

TABLE & CHAIRS

Table & Chairs Needed
One 8 ft. Table & Two Chairs

McNamara Terminal? Yes No

Evans Terminal? Yes No

Special Instructions/Additional Notes:

Work Order #

Work Order #

TRANSPORTATION

Transportation Included?

Yes

No

Name of Transportation Provider

Type of Transportation

Taxi/Cab

Limo/Luxury Sedan

Rideshare

Shuttle

Motor Coach

Van

Private Vehicle

Other (Please Describe)

Approved by Landside?

Yes

No

Notes:

SIGNATURES

By signing below, the Applicant acknowledges they have read and understand the Meet & Greet Guidelines as set forth by WCAA.

Applicant's Signature

Date

Applicant's Printed Name

Title

Approved? Yes No

Permit #:

Signature:

Approval Date: