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.

APPLICANT INFORMATION

Official Name of Business/Organization

Mailing Address *(Number, Street, 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)

McNamara Terminal						Evans Terminal					
Date		Start Time		End Time		Date		Start Time		End Time	
Date		Start Time		End Time		Date		Start Time		End Time	
Date		Start Time		End Time		Date		Start Time		End Time	
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, Applicant acknowledges that s/he has read and understands 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: