



Office of Student Leadership Involvement, Formation & Empowerment
Student Personnel Services
De La Salle University - Manila

GUIDELINES FOR USHERING/CAMPUS TOUR REQUESTS

1. All requests must be made by submitting to the Office of Student LIFE the USHERING AND CAMPUS TOUR REQUEST FORM, a minimum of two (2) weeks prior to the date of the activity. The form contains the following details:

- Name of requesting Organization
- Name of Event
- Date
- Time
- Venue
- Estimated number of participants
- Type of Service requested: (campus tour, ushering etc.)
- Nature of Event: (formal, informal)
- Special requests/Others
- Contact person
- Contact number

The said form can be downloaded at the DLSU Intranet (see the next page).

2. All requests will be processed within *three days (3 days)* after the date of filing and is subject to the approval of the Office of Student LIFE.

3. Student LIFE has the option not to approve a request based on the nature of the activity and the availability of its student volunteers (Lasallian Ambassadors). Priority will be given to University-wide events and campus tours endorsed by the Admissions Office.

4. Requests for tours and ushering by unrecognized external organizations, travel and/or tour agencies, will not be accommodated.

5. Late requests will not be processed.

6. For approved requests, the requesting party must schedule a consultation with the Student LIFE Coordinator at least a week before the scheduled event to conduct a briefing of the activity.

7. Arrangements made with the Student LIFE Coordinator during the consultation are deemed final.

8. As the ushering/campus tour service is provided for free, arrangements for the food of the Lasallian Ambassadors during the event must be shouldered by the requesting organization or unit.



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Ushering & Campus Tour Service Request Form

To : Evelyn Lopez-Esparrago
Director, Office of Student LIFE

From : _____
Name of Requesting Person

Position and Department/Organization

Good day!

We would like to make the following request from your kind office in assisting us in our endeavor.

Name of Event: _____

Date: _____

Time: _____

Venue: _____

Estimated number of participants: _____

Type of Service:

- Campus Tour
- Ushering
- Others (please specify) _____

Nature of Event:

- Formal
- Informal

Special requirements/Additional information: _____

Contact Person: _____

Contact Number: _____

Terms and Conditions

1. Request is accepted if made at least two (2) weeks before the date of service. Please accomplish this form in duplicate.
2. Submission of this form automatically sends the request to PENDING status. Approval of the request must come from the Office of Student LIFE.
3. A copy of the itinerary of the events must be submitted with this request in duplicate.
4. Request must be followed up at least (3) days after submission of the form.
5. Only one (1) service request will be accommodated at a given time. Priority will be given to the requesting party that submitted their service request form at an earlier date.
6. In case of suspension or cancellation of the event, the contact person will be notified as soon as possible.
7. The Office of Student LIFE has the right to deny any request when deemed necessary.

I guarantee that all the information written here are true and correct. I have read and understood the terms and conditions written here and will abide by them.

Signature over Printed Name of the Requesting Party

Organization / Department

To be filled up by the Office of Student LIFE:

Received By: _____

Date Received: _____

Status of Request: Approved

 Denied