



**TAMPA**  
DOWNTOWN PARTNERSHIP

400 N ASHLEY DR., SUITE 2125  
TAMPA FL 33602  
Phone: 813-221-3686

# TAMPA'S DOWNTOWN GUIDES SPECIAL EVENT ASSISTANCE REQUEST FORM

**REQUIRES 30 DAY ADVANCE NOTICE**  
**AVERAGE RATE IS \$198 FOR 3 HRS., 2 PERSON TEAM**  
(final cost is determined by the Partnership upon  
service expectation & needs of event )

**NORMAL RATE INCLUDES THE FOLLOWING SERVICES:**  
Meet & Greet event goers, direct attendees, distribute event infor-  
mation, patrol event location & surrounding perimeter  
(if applicable)

NAME OF EVENT: \_\_\_\_\_  
\_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ AM / PM to  
\_\_\_\_\_ AM / PM

EVENT LOCATION: \_\_\_\_\_ EXPECTED ATTENDANCE:  
\_\_\_\_\_

EVENT CONTACT NAME: \_\_\_\_\_ PHONE:  
\_\_\_\_\_

Forward completed form to Shaun Drinkard via email at [sdrinkard@tampasdowntown.com](mailto:sdrinkard@tampasdowntown.com).

25% Deposit due 30 days prior to event.  
Balance due within 30 days following event date.

**Send payment to:**  
Tampa Downtown Partnership  
400 N. Ashley Dr., Suite 2125  
Tampa, FL 33602

*Questions?* Contact Shaun Drinkard at 813.221.3686.

## **BELOW TO BE COMPLETED BY TAMPA DOWNTOWN PARTNERSHIP**

GUIDE CONTACT: \_\_\_\_\_ PHONE:  
\_\_\_\_\_

# TEAM MEMBERS: \_\_\_\_\_ PROJECT START TIME: \_\_\_\_\_ AM/PM END TIME:  
\_\_\_\_\_ AM/PM

TOTAL AMOUNT DUE: \_\_\_\_\_ 25% DEPOSIT DUE (30 days prior to event):  
\_\_\_\_\_

SPECIAL INSTRUCTIONS: