



## WELCOME BAG REQUEST FORM

The Suffolk Division of Tourism offers Welcome Bags and other visitor services to attendees of conference and meeting groups, reunions, and weddings that take place in Suffolk. **Please fill out the following information legibly.** A staff member will follow up with you.

### CONTACT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Organization \_\_\_\_\_ Date of Request \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Sign up for the Monthly Suffolk Tourism eNewsletter? ☐ Yes ☐ No

### EVENT INFORMATION

Event Name \_\_\_\_\_ Total Projected Attendance \_\_\_\_\_

Event Start Date \_\_\_\_\_ Event End Date \_\_\_\_\_

Event Location \_\_\_\_\_

Requested amount of Welcome Bags \_\_\_\_\_ Welcome Bag Pick-Up Date \_\_\_\_\_  
(one per attendee)

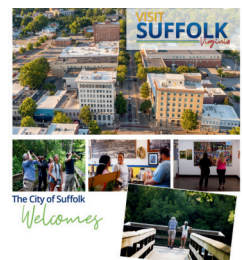
**REQUESTS MUST BE MADE A MINIMUM OF TWO WEEKS PRIOR TO EVENT OR PICK-UP DATE**

Requested Contents (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Plastic Suffolk Bag      | <input type="checkbox"/> Welcome Letter from the Mayor |
| <input type="checkbox"/> Customized Welcome Guide | <input type="checkbox"/> Suffolk Branded Item _____    |
| <input type="checkbox"/> Historic Suffolk Walking | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Tour Brochure            | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Suffolk Good Time Guide  |  |
| <input type="checkbox"/> Brochure                 |  |
| <input type="checkbox"/> Visitor Guide            |  |
| <input type="checkbox"/> Dining Guide             |  |
| <input type="checkbox"/> Suffolk Pen              |  |



Plastic Suffolk Bag



Customized Welcome Guide  
Example

Notes:

OFFICE USE ONLY :

Advisor: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Date Picked Up: \_\_\_\_\_

Picked Up By: \_\_\_\_\_