



Michael J. Landguth, A.A.E.
President & CEO

1000 Trade Drive • P.O. Box 80001 • RDU Airport, NC 27623
tel: (919) 840-7700 • fax: (919) 840-0175 • www.rdu.com

Application for Use of Special Events Desk and Welcome Digital Graphics

Organization Name: _____

Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____

Email _____

Number of Attendees

Name of Transportation Company

Transportation Company Contact Number

Dates for use of Special Events Desk:

From:	To:
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Dates for Terminal Graphic Display:

From:	To:
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Terminal location:

(please check all that apply)

1:	☐	2:	☐
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Raleigh-Durham Airport Authority Board Members

CITY OF DURHAM
Tammie Hall-Roberts, **Chair**
Nana Asante-Smith

CITY OF RALEIGH
Nina Szlosberg-Landis, **Vice Chair**
Shelley Winters, **Treasurer**

DURHAM COUNTY
Yesenia Polanco-Galdamez, **Secretary**
Nil Ghosh

WAKE COUNTY
Ellis Hankins
David Kushner



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The Raleigh-Durham Airport Authority reserves the right to refuse any group which it deems unsuitable or disruptive to the airport environment.

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Digital Graphic Checklist:

Should state "Welcome"	
Name of Group/Event	
Date/Dates of Event	

- Applications for use of Special Events Desk should be received thirty business days prior to the event.
 - Please contact the Ground Transportation Coordinator at 919-840-7530 with questions regarding vehicle permit requirements for pick-up and drop off.

RDU Airport Authority Digital Welcome Graphics Requirements

We require the digital graphics to be a high-resolution .jpg file with a resolution of 1920x1080 pixels.

The graphic should be in a landscape format with medium to dark colored background. Graphics with white backgrounds do not project very well on our screens.

We require all graphic images to be delivered to us at least 30 days prior to the actual event for approval purposes.

Additionally, all graphics should include the word "Welcome" as a header. For further information, please contact:

Guest Experience at 919-840-7943 or email to casey.tischner@rdu.com

Or mail request to:

Attention: Guest Experience, RDU Airport Authority, PO Box 80001, RDU Airport, NC 27623

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