



Thank you for your interest in becoming a NOCA Member! We welcome any Lobby or Club Level Concierge currently employed by a hotel to apply for full membership. Individuals who are on extended leave, disability or have job titles other than Concierge will not be considered for membership. Your application will be reviewed by the Board members and will go up for a majority vote in the first meeting following receipt of your completed application. Full membership privileges shall include the right to vote, hold a position on our Executive Board, or participate on committees.

Once you have completed your application please take a moment to review the information before submitting your final form. Please note that any incomplete applications will not be accepted. Every application must include:

- Your completed application form
- A letter of recommendation from your current General Manager
- A letter of sponsorship/support from a current member of NOCA
- A signed and dated Ethics and Professional Standards form
- Your Hotel-branded business card, printed with your name and the title of “Concierge”

Please scan all documents into one file and email to [dcmvp@neworleansconcierge.org](mailto:dcmvp@neworleansconcierge.org) with “New Application for Membership” in the Subject line. The Director of Concierge Membership will contact you once your application has been approved. If you have any questions about the application process please do not hesitate to reach out to your sponsor, or to the Director of Concierge Membership at ([dcavp@neworleansconcierge.org](mailto:dcavp@neworleansconcierge.org))



## **NEW ORLEANS CONCIERGE ASSOCIATION APPLICATION FOR MEMBERSHIP**

(Please Type or Print)

Date:

Applicant Full Name:

Email Address:

Cell / Home Phone:

Hotel Name:

Hotel Address:

Hotel Phone:

Concierge Desk Direct Phone:

Your Title (i.e.: Lobby Concierge, Lounge Concierge, VIP  
Concierge, Tower Concierge, etc.):

Date of Employment at Your Current Hotel:

Length of Time in Current Position:

Name of Supervisor:



Which department is the Concierge in?

Brief Description of Duties:

Number of Rooms in your Hotel

Number of Outlets:

Concierge Desk Hours of Operation:

Do you Speak, Read or Write any Foreign Languages?

YES or NO (circle one) If yes, which ones:

Why do you wish to become a member of the New Orleans

Concierge Association?

Signature of Applicant:

I authorize the NOCA membership chairperson to verify any of my  
employment references and letters of recommendation:

\_\_\_\_\_ (Initial please)