



Illinois State Athletics

Reggie Request Form

Thank you for your interest in scheduling Reggie Redbird. Below you will find policies, fees, and procedures for scheduling Reggie Redbird. Should you have any questions, please feel free to call (309) 438-3630 or e-mail us at klscot2@ilstu.edu. We look forward to being able to schedule Reggie for your event. Thank you for your support of Redbird Athletics.

Policy

1. **Completion of this form does not guarantee Redbird Athletics will fulfill the appearance request.**
2. The Athletics Marketing Office must receive this application (a minimum of) four weeks prior to the date of the appearance.
3. The Redbird Athletics Department reserves the right to refuse any appearance.
4. Because of the time demands on the students, we cannot guarantee that each requested appearance will be fulfilled and priority will be given to athletic related duties.
5. Due to academic and time restrictions, appearance requests that fall during scheduled academic calendar breaks will be made on a limited basis.
6. We reserve the right to cancel an appearance due to illness, personal emergency, class issues, etc.
7. The Reggie costume will not be loaned or rented.

Appearance Fees

General Public

- o \$50 per hour for maximum of two (2) hours
- o Mileage reimbursement at rate of \$0.45/mile if 25 miles from Redbird Arena

Non-Profit Organizations or University Organizations

- o \$25 per hour for maximum of two (2) hours
- o Mileage reimbursement at rate of \$0.45/mile if 25 miles from Redbird Arena

These appearance fees help reimburse the students fulfilling the appearance, and help to maintain equipment.

Procedure

1. All appearance requests must be submitted a minimum of four weeks prior to the date of the appearance.
2. Request can be fax to (309) 438-3880 or mailed to:

Redbird Athletics – Marketing
Attn: Reggie Request
213 Redbird Arena
Campus Box 2660
Normal, IL 61790-2660

3. Information on the availability to fulfill your Reggie request will be received within two weeks of the requested date. If your request is fulfilled, a confirmation invoice will be sent to you.

***** Please fill out the form on the next page. *****

Reggie Appearance Request Form

This document must be completed in full for request to be processed.
(Four weeks prior to activity)

Completing this form does not guarantee an appearance by Reggie Redbird. Once this form is submitted it will be reviewed and you will be contacted regarding the request.

Contact Name: _____ Phone: _____
Name of Organization: _____ Cell Phone: _____
Address: _____ E-mail: _____
City, State, Zip: _____ Fax #: _____

Your organization is: General Public
 Non-Profit/Charitable Agency (501 C3 Organization)
 Illinois State University Organization
 Other: _____

Description of Activity/Event (attach copy of flyer, if available)

Date of Activity: _____ Start time: _____
Site of Activity: _____ End Time: _____
Address: _____
City, State, Zip: _____

For Office Use Only

Date received: _____
 Approved Denied Marketing Office Signed: _____
Reason for Denial: _____
Payment Due By: Date: __/__/__ Amount: \$ _____ Payment Received: Date: __/__/__

Signature of (Organization/Company) Requestor: _____

Date: _____

Please make check payable to: Illinois State Athletics.
Check mailed to: Redbird Athletics - Marketing, Attn: Reggie Appearance,
Redbird Arena 213, Normal, IL 61790-2660