



2011-2012 UNIVERSITY OF NEW MEXICO SPIRIT PROGRAM APPEARANCE REQUEST FORM

PAYMENT MUST BE MADE BY CHECK, MONEY ORDER OR CASHIER'S CHECK IN FULL & MUST BE RECEIVED A MINIMUM OF ONE WEEK PRIOR TO THE APPEARANCE/EVENT. CHECKS AND MONEY ORDERS SHOULD BE MADE OUT TO: UNM SPIRIT PROGRAM & MAILED TO: DEPARTMENT OF ATHLETICS, TRACY DENTON, COLLEEN J. MALOOF ADMINISTRATION BUILDING, MSC04 2680, 1 UNIVERSITY OF NEW MEXICO, ALBUQUERQUE, NM 87131-0001

COMPANY/ORGANIZATION _____

EVENT DATE _____ EVENT NAME _____

LOCATION _____

EVENT START TIME _____ END TIME _____

CONTACT PERSON _____

CONTACT PHONE NUMBER _____

CONTACT E-MAIL _____

SIGNATURE _____ DATE _____

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND AGREE TO THE APPEARANCE RATE FORM & GUIDELINES FOR SPIRIT PROGRAM APPEARANCES

I WOULD LIKE TO REQUEST THE FOLLOWING FOR MY EVENT:

- | | |
|------------------------|------------------------|
| ___ 1 MASCOT | ___ 2 MASCOTS |
| ___ SMALL GROUP CHEER | ___ SMALL GROUP DANCE |
| ___ 1 MASCOT & 4 CHEER | ___ 1 MASCOT & 4 DANCE |
| ___ LARGE GROUP CHEER | ___ LARGE GROUP DANCE |

PLEASE SEE APPEARANCE RATE FORM FOR PRICES FOR THESE GROUPS.

DETAILS & DIRECTIONS TO LOCATION:

PLEASE COMPLETE AND RETURN FORM TO TRACY DENTON AT (505)925-5609-FAX

APPROVAL: _____
DATE: _____
INITIALS: _____

GUIDELINES FOR UNM SPIRIT PROGRAM APPEARANCES

- 1. FILL OUT AND SUBMIT A COPY OF THE SPIRIT PROGRAM APPEARANCE REQUEST FORM. PLEASE FAX TO (505)925-5609 ATTN: TRACY DENTON AND ALLOW AT LEAST 2 WEEKS FOR PROCESSING AND SCHEDULING.**
- 2. ALL REQUESTS MUST BE APPROVED THROUGH THE UNM SPIRIT COORDINATOR. TRACY DENTON CAN BE REACHED AT (505)925-5613 OR NMSPIRIT@UNM.EDU.**
- 3. ALL PAYMENTS MUST BE RECEIVED IN FULL A MINIMUM OF ONE WEEK IN ADVANCE OF THE REQUESTED EVENT. PAYMENTS SHOULD BE MADE TO UNM SPIRIT PROGRAM. APPEARANCES ARE NOT CONSIDERED CONFIRMED UNTIL PAYMENT IS RECEIVED IN OUR OFFICE.**
- 4. LOBO LOUIE AND/OR LOBO LUCY APPEARANCES WILL REQUIRE A SECURE CHANGING & STORAGE AREA AWAY FROM GUESTS. MASCOTS WILL ARRIVE 15 MINUTES PRIOR TO AN EVENT TO CHANGE INTO COSTUME.**
- 5. LOBO LOUIE AND/OR LOBO LUCY OUTDOOR APPEARANCES MAY REQUIRE THE MASCOT TO TAKE A 10 MINUTE BREAK EVERY 30 MINUTES AT THE EVENT.**
- 6. PLEASE NOTE THAT THERE WILL BE NO REFUND FOR CANCELLATIONS WITH LESS THAN 24 HOURS NOTICE FOR APPEARANCES.**
- 7. IF ALCOHOL IS BEING SERVED WHILE OUR MEMBERS ARE AT YOUR EVENT, THEY MUST BE STATIONED AWAY FROM WHERE IT IS BEING SERVED. ALSO, IF GUESTS OF YOUR EVENT BECOME ROWDY OR INAPPROPRIATE, THE UNM SPIRIT MEMBERS ARE INSTRUCTED TO LEAVE IMMEDIATELY AND NO REFUND WILL BE PROVIDED.**
- 8. UNM SPIRIT PROGRAM MEMBERS WILL BE PREPARED BASED ON THE INFORMATION PROVIDED ON THE REQUEST FORM. PLEASE BE VERY CLEAR ABOUT EXPECTATIONS. SOME EXAMPLES MIGHT BE WELCOMING GUESTS, PHOTOS WITH GUESTS, HAND OUT GIVEAWAYS, ETC...**



**2011-2012 UNIVERSITY OF NEW MEXICO
SPIRIT PROGRAM APPEARANCE
RATE FORM**

SPIRIT PROGRAM MEMBERS	RATE PER HOUR
1 MASCOT - LOBO LOUIE OR LOBO LUCY	\$200.00
2 MASCOTS - LOBO LOUIE & LOBO LUCY	\$250.00
SMALL GROUP CHEER	\$250.00
SMALL GROUP DANCE	\$250.00
1 MASCOT + 4 CHEER OR 4 DANCE	\$300.00
LARGE GROUP CHEER	\$350.00
LARGE GROUP DANCE	\$350.00