



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

COMMUNITY 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
GUIDELINES FOR SPIRIT PROGRAM APPEARANCES

I WOULD LIKE TO REQUEST THE FOLLOWING FOR MY EVENT:

- | | |
|---|---|
| <input type="checkbox"/> 1 MASCOT | <input type="checkbox"/> 2 MASCOTS |
| <input type="checkbox"/> SMALL GROUP CHEER | <input type="checkbox"/> SMALL GROUP DANCE |
| <input type="checkbox"/> 1 MASCOT & 4 CHEER | <input type="checkbox"/> 1 MASCOT & 4 DANCE |
| <input type="checkbox"/> LARGE GROUP CHEER | <input type="checkbox"/> LARGE GROUP DANCE |

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 COMMUNITY 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. 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.**
- 4. LOBO LOUIE AND/OR LOBO LUCY OUTDOOR APPEARANCES MAY REQUIRE THE MASCOT TO TAKE A 10 MINUTE BREAK EVERY 30 MINUTES AT THE EVENT.**
- 5. 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.**
- 6. 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...**
- 7. IF THE COMMUNITY APPEARANCE REQUIRES TRAVEL, THE REQUESTING PARTY WILL BE RESPONSIBLE FOR PAYING MILEAGE AND PER DIEM FOR THE ATHLETES.**