

Purdue University Athletics Department

SPIRIT SQUAD APPEARANCE REQUEST



REQUESTER INFORMATION

Name/Organization _____

Address _____

City, State, Zip _____

Point of Contact Name _____

Work Phone _____ Cell Phone _____

Email _____

John Purdue Club Member Number _____

Requesting (circle one): Cheerleaders Purdue Pete Both

EVENT INFORMATION

Event _____

Date _____ Time _____

Event Description _____

Venue _____

Venue Address _____

Venue City, State, Zip _____

| ORGANIZATION/EVENT TYPE | CHEERLEADERS OR PURDUE PETE ONLY RATE | CHEERLEADERS & PURDUE PETE RATE | AMOUNT OF TIME REQUESTED | TOTAL |
|--|---|--|--------------------------------|----------|
| Purdue Student Organizations* | \$75/hour | \$150/hour | _____ | \$ _____ |
| Purdue Colleges, Divisions and Departments | \$75/hour | \$150/hour | _____ | \$ _____ |
| West Lafayette/Lafayette Area Schools | \$50/30 minutes | \$100/30 minutes | _____ | \$ _____ |
| Nonprofit Organizations** | \$75/hour | \$150/hour | _____ | \$ _____ |
| John Purdue Club Members | \$125/hour | \$250/hour | _____ | \$ _____ |
| Private, Out-of-Town Events (non-wedding) | \$200 first hour + \$100 for extra hour | \$400 first hour + \$200 for extra hour | _____ | \$ _____ |
| Wedding Reception | | | | |
| John Purdue Club Member | \$400 first hour + \$100 for extra hour | \$800 first hour + \$200 for extra hour | _____ | \$ _____ |
| Non-John Purdue Club Member | \$500 first hour + \$100 for extra hour | \$1,000 first hour + \$200 for extra hour | _____ | \$ _____ |
| TOTAL | | | | \$ _____ |

* Purdue student organizations must be registered with the Student Organization Office (<https://purdue.edu/b-involved>)

** Nonprofit organizations must provide a W-9 or IRS Determination Letter (Example: 501c3 #)

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PLEASE NOTE

- There will be a 55 cent/mile charge determined by the Purdue Spirit Squad office for all events outside of the West Lafayette/Lafayette area. This will also apply during the summer if the cheerleaders and/or Purdue Pete are driving to events from their hometown.
- All events involving Purdue Pete have a two hour maximum and are only allowed if two Purdue Petes are available. If only one Pete is available then there is a one hour maximum for the event. Events that are cheer only have a one hour maximum. Contact Steve Solberg if need more time.
- All payments are due at least one week before the date of the event. All events are subject to cancellation if payment is not received in this time.
- Please contact Steve Solberg, Spirit Coordinator/Head Cheer Coach, via ssolberg@purdue.edu or at 765.494.0118 for business or corporation events.

RESERVATIONS, PAYMENT

To reserve an event date, please scan and email completed request form to Kim Harris (harri237@purdue.edu). Completed request for may also be faxed to 765.494.5447.

Send payment and completed paperwork to:

Steve Solberg
900 John R. Wooden Dr.
Room 2215
West Lafayette, IN 47907

Please make checks payable to **Purdue Research Foundation**. Checks written to Purdue Pete/Cheerleader for mileage should be given to the student(s) on the day of the event. Checks will be made out to the student(s).

Spirit Squad appearance fees are used to fund additional equipment, apparel, travel expenses to national competitions and travel expenses to camp during the summer.