



# Appearance Request Form

\*Requests must be submitted at least 14 days prior to event date via this form.

\*Prices are based on a 1 hour event - Additional fees may apply if more than one hour

## Spirit Appearance Fees

### GENERAL APPEARANCES - Proposed Rates Per Appearance

(All events outside of an athletic match are paid appearances. Mascot times will be determined by type of event, please contact office for more details.)

#### *Texas Christian University On Campus*

- SuperFrog \$75
- Small Group of 2-3 Spirit Squad Members \$75
- Large Group of 4-6 Spirit Squad Members \$100

#### *Public Schools Or Non Profit*

- SuperFrog \$75
- Small Group of 2-3 Spirit Squad Members \$75
- Large Group of 4-6 Spirit Squad Members \$100

#### *Private or Residential*

- SuperFrog \$150
- Small Group of 2-3 Spirit Squad Members \$150
- Large Group of 4-6 Spirit Squad Members \$175

### DAY BEFORE GAME DAY or ON GAME DAY - Proposed Rates Per Appearance

(Maximum of 1 hour for spirit squads. Appearance location must be within 10 miles from TCU)

#### *Texas Christian University On Campus*

- SuperFrog \$150
- Small Group of 2-3 Spirit Squad Members \$100
- Large Group of 4-6 Spirit Squad Members \$150

#### *Public Schools Or Non Profit*

- SuperFrog \$150
- Small Group of 2-3 Spirit Squad Members \$100
- Large Group of 4-6 Spirit Squad Members \$150

#### *Private or Residential*

- SuperFrog \$200
- Small Group of 2-3 Spirit Squad Members \$150
- Large Group of 4-6 Spirit Squad Members \$200

TCU Spirit Office

Email: [L.M.Westbrook@tcu.edu](mailto:L.M.Westbrook@tcu.edu)

Phone: 817-257-7129 - Fax: 817-257-7964



# Appearance Request Form

## Terms of TCU Spirit Appearance

### General Terms:

- Requests must be submitted at least 14 days prior to event date
- Prices are based on a 1 hour event
- Additional fees may apply if more than one hour

### Contact Terms:

- Unless otherwise specified, this contact and their information will also serve as our Spirit squad member's point-of-contact on date of event
- Please list the address of event location

### Event Terms:

- There is one hour minimum for all general appearances and game day appearances
- Please check GoFrogs.com for current schedule of events before submitting request
- Even after event is confirmed, it still is subjected to immediate cancelation due to a TCU Athletic Department function, weather or an emergency. Immediate notice will be given in the event of cancellation.

### Transpiration Terms:

- Must include mileage if location is more than 2 miles from TCU and include any parking fees/expenses
- If more than 2 miles from TCU, a \$0.75 per mile transportation fee will be included in appearance total.
- 6+ Spirit squad members will require transportation to be booked to and from Fort Worth and be paid for by requestor
- For all requests outside of DFW, requesting group must provide transportation (i.e. charter bus or flight)

### Payment Terms:

- Payment should be submitted 10 days prior to event date
- Make checks payable to TCU Spirit
- Mail checks to the following address:

Lindsay Westbrook  
Spirit Coordinator TCU Athletics  
TCU Box 297600  
Fort Worth, Texas 76129

TCU Spirit Office

Email: [L.M.Westbrook@tcu.edu](mailto:L.M.Westbrook@tcu.edu)

Phone: 817-257-7129 - Fax: 817-257-7964

2 of 3



# Appearance Request Form

Event Title or Occasion: \_\_\_\_\_

Organization Requesting Appearance, if applicable: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Site & Address of Event: \_\_\_\_\_

Parking Info for Event/Venue, if applicable: \_\_\_\_\_

Organization Requesting Spirit Members:

\_\_\_\_\_ TCU Dept/Group \_\_\_\_\_ Public School/NonProfit \_\_\_\_\_ Private

Spirit Squad Members Requested:

\_\_\_\_\_ Mascot \_\_\_\_\_ Cheerleaders (Sm/Lg) \_\_\_\_\_ Showgirls (Sm/Lg)

Will the Event Require a Performance? \_\_\_\_\_ Yes (must provide sound equip) \_\_\_\_\_ No

Location to Change and/or Place for Spirit Members to Keep Belongings:

What Expenses/Benefits, if any, will the spirit member(s) receive while participating?

Will There be any Other Outside Organizations Involved in Sponsoring the Event?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Description of Promotional/Fundraising Activity/Event, If Applicable:

\_\_\_\_\_ \*Please e-mail copy of flyer, if available

Mileage (BOTH to/from) \_\_\_\_\_ X \$0.75/mile = \$ \_\_\_\_\_

**TOTAL COST OF APPEARANCE: \$ \_\_\_\_\_**



Signature of Requester & Date

----- OFFICE USE ONLY -----

Submitted \_\_\_\_\_ Recored \_\_\_\_\_ Emailed \_\_\_\_\_ SF \_\_\_\_\_

Invoice Date \_\_\_\_\_ Invoice # \_\_\_\_\_ Paid \_\_\_\_\_ Check # \_\_\_\_\_

**TCU Spirit Office**

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