



Mascot Appearance Terms Sheet

This document details the requirements for booking an appearance with Paws, the official mascot of the Western Carolina Catamounts. This completed form is required for scheduling any appearance. Please fax form to James Cramer at 828-227-7688 or mail it to Western Carolina University Athletics, c/o James Cramer, Ramsey Center, Cullowhee, NC 28723.

Requestor Requirements

- Appearances must be booked 2 weeks in advance of appearance date if date falls between September 1st and May 1st.
- Appearances must be booked 4 weeks in advance of appearance date if date falls between May 2nd and August 31st.
- Requestor must complete the application form and fax it or mail it to the number/address listed above.
- **All fees and mileage must be paid at least 2 days prior to the scheduled appearance. If appearance fee is not paid in this time frame, the appearance will be canceled without notice.**
- Requestor must provide a private location for the mascot squad member to prepare for the appearance.
- Requestor must provide drinking water and a 10 minute break each hour for mascot squad member.
- Requestor must provide escort for mascot squad member during that appearance.
- Requestor must provide mascot squad member with either a parking spot close to the event or a ride to the event.

Additional Notes

- WCU Athletics reserves the right to refuse any appearance
- WCU Athletics cannot guarantee that each requested appearance will be filled. Priority is given to our own athletic events.
- Appearance requests that fall during scheduled academic calendar breaks will be made on a limited basis.
- Appearance requests are more likely to be fulfilled if they fall outside of the academic day.
- Mascot may not make appearances in bars.

Cancellation Policy

- We reserve the right to cancel an appearance due to illness, personal emergency, class issues, etc.

Cost for Booking

- University-sponsored appearances will be charged a fee of \$50 per hour and are limited to two hours.
- General Public appearances will be charged a fee of \$100 per hour plus a round-trip mileage fee of .42 cents per mile for mileage outside of Cullowhee.
- **WCU will waive the appearance fee for a maximum of six (6) non-profit events in one calendar year. These events will be scheduled on a first-to-book basis. All requests must be made via the Mascot Appearance Application and Terms Sheet. No organization may book more than one (1) free event within the year.**

By signing this form, I acknowledge that I have read understand these policies related to booking an appearance with the Western Carolina Mascot. I further understand that by completing this form, I am not guaranteed that this request will be fulfilled. I will be notified by fax or email of approval or denial of this appearance.

Signature of Requestor _____

Print Name of Requestor _____

Organization _____



Mascot Appearance Application Form

Organization: _____ 501C3 nonprofit status? Yes No

Contact: _____ Email: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

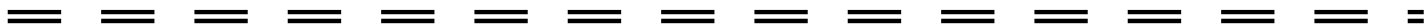
Location of event: _____ Mileage: _____

Date of event: _____ Time frame: _____ a.m. p.m. to: _____ a.m. p.m. Duration: _____
(start) (finish)

Purpose of event/appearance: _____

Directions to event: _____

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FOR OFFICE USE ONLY

Appearance Request: Approved Mascot Squad Member assigned to appearance: _____

Mascot Squad Member cell phone: _____

Non-profit request: Yes No Request date: ____/____/____

Payment due by: Date: ____/____/____ Amount: \$ _____

Invoice sent: ____/____/____ Payment received: ____/____/____

Denied Reason for denial: _____

Confirmation Approval Form faxed or emailed: Yes ____ No ____