2019-2020 Spirit Team Appearance Request Form

Please complete & email Linda Gooch
Phone 407-823-2143/ Lgooch@athletics.ucf.edu

Payment must be made by credit card, PCard or check in FULL & must be received a minimum of one week prior to the appearance/event. For PCard or credit card payments contact Lisa Franco 407-823-4731 LFranco@athletics.ucf.edu

Checks should be made to : UCF Cheerleaders & mailed to
Attn. Linda Gooch, UCF Athletics P.O. Box 163555 Orlando, Fl. 32816-3555.

COMPANY/ORGANIZATION: _____

NAME OF THE EVENT: _____ **EVENT DATE:** _____

EVENT LOCATION: _____

APPEARANCE START TIME _____ **END TIME** _____

CONTACT PERSON: _____

PHONE NUMBER: _____ **CELL #:** _____

EMAIL: _____

Signature _____ **Date** _____

Your signature indicates that you have read and agree to the Guidelines for Spirit Team Appearances.

I would like the following to attend our function (please mark all that apply):

_____**Knightro**	**1 hour—$200**
_____**Knightro (Weddings)**	**1 hour—$300**
_____**Cheer or Dance Team/Minimum of 4**	**1 hour—$200**
_____**Group (8 = cheer/dance + Knightro)**	**1 hour—$450**
_____**Travel Fee (If the event is more than 10 miles away.**	**$50**

_____**- $50 per hour Discount for Non-Profit (501C3) Official University Organization or UCFAA Corporate Partner.**

There is a 1 hour minimum charge on any appearance.

OFFICE USE:
(Individuals on Event)

_____
_____
_____
_____
_____
_____
_____

DETAILS/ ADDRESS & DIRECTIONS: ***Most team members are NOT from Orlando.***
An address and/ or detailed directions from UCF are VERY helpful.

Guidelines for UCF Spirit Team Appearances

1. Fill out and submit a copy of the Spirit Team Appearance Request form. The form can be scanned and then emailed.

2. If you have questions, Coach Gooch can be reached at (office phone) 407-823-2143/ (fax) 407-823-5293 or (email) LGooch@athletics.ucf.edu. Once the request form has been submitted, you will receive a confirmation of our receipt of the appearance request and a response from our office with-in 5-7 business days.

3. All payments must be received IN FULL a minimum of 1 week prior to all appearances

4. Credit cards, and PCards, and checks are all acceptable methods of payment and should be made out to "UCF Cheerleaders". For credit card or PCard payments, please contact Lisa Franco at 407-823-4731/ LFranco@athletics.ucf.edu

5. There is no refund for cancellations with less than 24 hours notice including bad weather.

6. Knightro appearances will require a changing room away from guests and a place where his cases can be stored.

7. Knightro will arrive 15 minutes prior to his start time in order to get changed into costume.

8. Please note that outdoor events may require that Knightro take a 10 minute break every 20 minutes if it is a particularly hot day.

9. Team members will be prepared based upon the details that are provided at the bottom of the Appearance Request Form. Please be VERY clear about your expectations of the team's role at your event. Other than a brief cheer or pom routine, these are non-performance appearances. Non performance activities might include a meet and greet and taking photos with event guests, autograph signing, or teach a brief clinic of UCF traditions. Please note that our spirit team is not able to promote or endorse a particular company, club, political party, religious denomination, department or product. Please keep this in mind when planning how you will be utilizing our team during their visit. ie Knightro is only able to wear items that are in his mascot wardrobe. Specific T shirts promoting certain clubs or organizations will not be able to be worn. Knightro is also not able to hold up signs promoting a club or company. Also, photos you want to place filters on should be discussed in advance of the appearance to avoid any misunderstanding.

10. If alcohol is being served while our team is at your event, team members must be stationed away from the area where it is being served. Also, please note that if guests become rowdy or inappropriate, these students are instructed to leave immediately and no refund will be provided. This includes tailgate and game-day appearances.