Please fill out the following information in its entirety, and return this form via email at least TWO WEEKS prior to your requested appearance date.

RETURN TO: Karina Saud, FIU Spirit Team & Mascot Coordinator
• Email: ksaud@fiu.edu

### Event Information

- **Event Name / Type of Event:** ___________________________________________ __________________
- **Event Date:** __________________________________
- **Time Requested:** (From) _______ (To) _________
- **Event Location / Address:** ______________________________________________________________
- **City:** ______________________________________
- **State:** __________
- **Zip:** ______________________

### Contact Information

- **Scheduling Contact Name:** ___________________________
- **Phone:** ___________________________
- **Email:** ____________________________________
- **Contact on Day of Event:** ___________________________
- **Cell:** ______________________

### Event Details

- **Event Details / Roles of Requested Performers:**
  - ______________________________________________________________________________________
  - ______________________________________________________________________________________
  - ______________________________________________________________________________________

### Anticipated Attendance

- **Anticipated Attendance:** __________________
- **Age Range of Participants:** ________________

### Appearances & Prices

*(Check all that apply to this event)*

#### Appearances

- **One (1) hour minimum charge**
  - ___ Roary (Mascot) $200
  - ___ Cheerleaders $200
  - ___ Golden Dazzlers $200
  - ___ Full Spirit Team (Cheerleaders, Golden Dazzlers & Roary) $450

#### Official University Events & Charity/Non-Profit Events

- **One (1) hour minimum charge**
  - ___ Roary (Mascot) $100
  - ___ Cheerleaders $100
  - ___ Golden Dazzlers $100

#### Additional Charges

- **Check all that apply**
  - Each additional hour, or portion there-of $75
  - Travel Charge (Applicable for events not taking place at FIU MMC or BBC) $25

### Payment Information

- **Smart Billing** Activity Number(s) __________________________________________
- **Check** (Made payable to “FIU” w/ subject line: ROARY, event name & date) __________________________________________
- **Credit Card Authorization Form** (available upon request) __________________________________________

Please refer to the following pages for Mascot & Spirit Team Appearances Procedures & Protocol (Updated: 9/29/15)
FIU Mascot & Spirit Team Appearances – Procedures & Protocol

The FIU mascot, Roary; the FIU Cheerleaders; and the FIU Golden Dazzlers are available for community and campus appearances. If you are interested in booking Roary or an FIU Spirit Group for an event, please complete the Mascot & Spirit Team Request Form and return via email to FIU Spirit Team & Mascot Coordinator, Karina Saud (ksaud@fiu.edu).

GENERAL POLICIES

1. Spirit teams and mascot appearances are available upon request with a MINIMUM TWO-WEEK notice. Due to the time demands on our student performers, we cannot guarantee that each requested appearance will be fulfilled. Furthermore, priority will be given to athletics-related and University duties.

2. FIU Athletics reserves the right to refuse any appearance. All requests will be left to the discretion of the FIU Athletic Department. The Athletic Department will decide if any appearance conflicts with the best interests of the Department, its student-athletes, and/or coaches.

3. For appearances taking place outside of the South Florida community, all expenses must be paid for by the requesting organization. Please allow more than ample time for arrangements to be made for “out-of-the-ordinary” travel.

4. REFUNDS: There is NO refund for cancellations with less than 24 hours notice, including bad weather.

5. Roary and spirit team members will be prepared based upon the details that are provided on 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, photos with event guests, autograph signings, teaching a clinic, or handing out event giveaways.

6. If alcohol is being served while Roary and/or spirit team members are at your event, they 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.

7. Appearances will require a PRIVATE changing room away from guests and a place where the mascot and/or spirit teams’ belongings can be stored during the event. Bathrooms are NOT acceptable.

8. ROARY SPECIFIC NOTES: Roary will arrive 15 minutes prior to his/her start time in order to change into costume. Please note that outdoor events require that Roary take a 10-minute break every 20 minutes, and/or as needed.

8. Appropriate parking arrangements must be made for all performers, including reimbursement or advance payment accommodations. Spirit groups are expected to car pool when necessary, so as to cut down on additional costs for the requesting organization.

9. Water MUST be provided to ALL performers at ALL events. For events lasting longer than two (2) hours and/or taking place during “normal” meal hours, it is highly recommended that reasonable refreshments be provided for the performers, especially in the case of events taking place outdoors.
APPEARANCE FEE EXCEPTIONS

The FIU Athletic Department, in conjunction with the Office of the President, has compiled the following list of University events to be requested annually by the event’s organizers; these events will carry NO CHARGE for Roary and/or spirit team appearances.

1. Homecoming Week – Official Homecoming events ONLY
2. Parades – Homecoming Parade (October); Winternational Thanksgiving Day Parade (November);
   Three Kings Parade (January); MLK Day Parade (January)
3. FIU Alumni Association, Torch Awards (March)
4. Commencement Ceremonies (May, August, December)
5. President’s Holiday Celebration (December)
6. Ribbon-Cutting Ceremonies – lasting one (1) hour or less
7. Freshman Convocation

All other University appearances will be subject to a fee – NO exceptions.

CHARITY & NON-PROFIT APPEARANCE DESIGNATION

Charity & Non-Profit Event appearance requests qualify for the Charity Event & Non-Profit rate ONLY if the following parameters are met:

1. Organizing Party is an IRS-recognized non-profit, 501(c) corporation.
2. Event must raise funds or awareness for an ailment, disorder, or unfortunate circumstance.
3. Event must be held in a neutral area – a non-commercial location, which does not benefit through the exposure they receive from hosting the event.
4. 100% of all proceeds must be donated to the aforementioned charity.
5. The beneficiaries of the charity or the patients must be present during the appearance.

Please be aware that all charity requests will require a copy of your 501(c)(3) paperwork, assigning non-profit status to your organization, as well as a detailed description of the event including beneficiaries along with your request form. In addition to the aforementioned parameters, all charity requests are subject to further approval.