



2017-2018 UNIVERSITY OF NEW MEXICO SPIRIT PROGRAM & MASCOT APPEARANCE REQUEST FORM

Payment must be made by check, money order or cashier's check IN FULL & must be received a minimum of one week prior to the appearance/event. Checks and Money orders should be made out to: UNM Spirit Program & Mailed to: Department of Athletics, Madison Baumann, Colleen J. Maloof Administration Building, MSC04 2680, 1 University of New Mexico, Albuquerque, NM 87131-0001

Company/Organization_____

Event Date_____ Event Name_____

Location_____

Event Start Time_____ End Time_____

Contact Person_____

Contact Phone Number_____

Contact E-mail_____

Signature_____ Date_____

Your Signature indicates that you have read and agree to the Appearance Rate Form & Guidelines for Spirit Program Appearances

I would like to request the following for my event:

___ 1 Mascot

___ 6 Cheerleaders/Dancers

___ Birthday Party Mascot & 6 Cheer/Dance

___ Mascot & 6 Cheer/Dance

Please see Appearance Rate form for prices for these groups.

Details & Directions to Location:

Please Complete and Return Form Madison Baumann at unmspirit@unm.edu or (505)925-5609-Fax

***Please note that appearances are limited March-May and that all appearances are scheduled around the spirit members class schedules/availability.**

GUIDELINES FOR UNM SPIRIT PROGRAM & MASCOT APPEARANCES

1. Fill out and submit a copy of The Spirit Program Appearance Request Form. Please Fax to (505)925-5609 or email to unmspirit@unm.edu Attn: Madison Baumann and allow at least 2 weeks for processing and scheduling.
2. All Requests must be approved through the UNM Spirit Coordinator. Madison Baumann can be reached at (505)925-5905 or unmspirit@unm.edu.
3. All Payments must be received in full a minimum of one week in advance of the requested event. Payments should be made to UNM Spirit Program. Appearances are not considered confirmed until payment is received in our office. **Do not send payment without confirming that a spirit member will be at your event.**
4. Lobo Louie and/or Lobo Lucy appearances will require a secure changing & storage area away from guests. Mascots will arrive 15 minutes prior to an event to change into costume.
5. Lobo Louie and/or Lobo Lucy outdoor appearances may require the mascot to take a 10 minute break every 30 minutes at the event.
6. Meals must be provided if during meal hours or if event exceeds 3 hours.
7. Any appearance that is greater than a 15-mile radius of Albuquerque will also be charged mileage at a rate of \$0.46/mile, which is paid directly to the driver for gas.
8. Water must be provided.
9. Please note that there will be no refund for cancellations with less than 24 hours notice for appearances.
10. If alcohol is being served while our members are at your event, they must be stationed away from where it is being served. Also, if guests of your event become rowdy or inappropriate, the UNM Spirit Members are instructed to leave immediately and no refund will be provided.
11. UNM Spirit Program Members will be prepared based on the information provided on the request form. Please be very clear about expectations. Some examples might be welcoming guests, photos with guests, hand out giveaways, etc...
12. **Requests may not conflict with the student athletes academic schedules or University of New Mexico Athletic events and are considered on a first come, first serve basis.**



2017-2018 UNIVERSITY OF NEW MEXICO SPIRIT PROGRAM & MASCOT APPEARANCE RATE FORM

Appearance fees vary based on the type of appearance. Internal, non-profit, and University appearances are charged a discounted rate to cover costs incurred.

UNM Department Event Appearance (Non-Athletic): \$75.00

University of New Mexico department appearances are for events lasting up to two hours, which are sponsored by the University of New Mexico.

Nonprofit Organization Appearance: \$75.00

For nonprofit organization functions up to 2 hours in length. This will include either Lobo Louie or Lucy and up to 6 cheerleaders/dancers.

Schools (K-12): \$75.00

For K-12 school functions up to 2 hours in length. This will include either Lobo Louie or Lucy and up to 6 cheerleaders/dancers.

Corporate Appearances: \$200/hr one mascot

\$300/hr two mascots

\$200/hr up to 6 cheer/dance

\$350/hr 1 mascot and 6 cheer/dance

\$400/hr 2 mascots and up to 6 cheer/dance

Birthday/Graduation Parties: \$200.00 (Louie or Lucy plus 6 cheer/dance)

Up to 2 hours in length