



2023-24 Spirit Team

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, credit card or WorkDay Transfer contact James Finnegan JFinnegan@athletics.ucf.edu / 321-430-8843

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

Your Company or/ Organization : _____

Name of Your Event: _____ Your Event Date: _____

The Location of Your Event: _____

Your Appearance Start Time _____ Appearance End Time _____

Name of Contact Person: _____

Contact Person Office Phone: _____ Cell#: _____

Contact Person 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 \$250/per hour
- ___ Cheer and/or Dance Team (Minimum of 4) \$200 /per hour
- ___ Knightro Weddings \$500 /per hour
- ___ Cheer or Dance Team + Knightro/Group of 7. \$450 /per hour
- ___ Knightro Travel Fee for any OFF Campus Event \$50 / Travel
- ___ Discount - \$50 per hour

OFFICE USE: (Individuals on Event)

Non-Profit (501C3), Official University Organizations or UCFAA Corporate Partner.

* Please note there is a 1 hour minimum charge on any appearance.

DETAILS/ ADDRESS & DIRECTIONS: Most team members are NOT from Orlando.

GPS Address & detailed directions including instructions about expectations at the event are 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 as a PDF attachment.
2. If you have questions, Coach Gooch can be reached at (office phone) 407-823-2143/ or LGooch@athletics.ucf.edu. Once the request form has been received by Coach Gooch, she will send a confirmation. Within 7-10 business days, you will receive a formal acknowledgment email confirming approval of your event along with an invoice.
3. Payments must be received IN FULL a minimum of 1 week prior to all appearances.
4. Credit cards, UCF 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 James Finnegan/ JFinnegan@athletics.ucf.edu Phone: 321-430-8843
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. A bathroom is not permitted to be used.
7. Knightro will arrive 15 minutes prior to his start time in order to get changed into costume. Team Knightro members may need to take a 10 minute break after 1 hour and please note that outdoor events may require that Knightro take a 10 minute break every 20 minutes if it is a particularly hot day.
8. Please note that our team will follow all state, local and national health/ Covid-19 guidelines and our expectation is that anyone requesting an appearance would also be compliant with those regulations.
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, 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 that 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 as well as weddings.