

Cavman Request Form

TO REQUEST CAVMAN:

Please fill out the below form and send to klc4z@virginia.edu. If you have any questions, please contact Kelley Haney, Spirit Coordinator, University of Virginia Athletics at klc4z@virginia.edu.

All Cavman requests **must be received at least two weeks prior to the event**. If payment is required for your event, you must pay within seven days of the event. Please review the Cavman Appearance Information sheet for details and pricing prior to filling out this form.

Event Information

Event Name & Host Name/Organization: _____

Event Address: _____

Contact Phone #: _____

Contact Email: _____

Date of Event: _____

Event Start and End Time: _____

Event Details (What will Cavman be doing?): _____

Dressing Room Location: _____

Additional Information: _____

I certify that I have read the Cavman Appearance Information & Pricing sheet, will follow all procedures for hosting Cavman and will pay any necessary appearance fees:

Requestor Name: _____

Today's Date: _____

Requestor Signature: _____

For Office Use Only:

Request Approved or Denied: _____

Date: _____

Notes / Reason Denied: _____

Invoice Number: _____

Total Amount Due: _____