



Appearance Request Form

Appearance Requested By: *Print & Check Appropriate Information* Individual Organization

Individual Name: _____

Phone: _____ Email: _____

Organization Name: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

EVENT INFO

Name of Event: _____ Location of Event: _____

Location Address: _____ City: _____ State: _____ Zip: _____

Event Date: _____ Event Time: [Begin] _____ [End] _____ Est. Attendance: _____

Appearance Time: [Begin] _____ [End] _____ Set Up Time *(if applicable)*: _____

Description of Event *(purpose, activities, etc.)*

Description of Dutch Springs' Role in Event:

Name of Contact at Event *(if different from above)*: _____

Event Day Phone: _____ *(please use on-site phone)*

Is event rain or shine? Yes No If no, please list raindate: _____

REQUESTS *(Check all that apply)*:

Splash (Mascot) Youth Activities Rub-A-Dub-Dub, Scuba in a Tub Information Table

Additional Comments: _____

If Requesting Mascot:

Describe changing room *(please provide a clean, secure, & private room for the Mascot to change in (bathrooms are not acceptable))*: _____

- Mascot will arrive at location out of costume approx. 15-30minutes prior to the scheduled appearance time.
- We suggest having the Mascot's appearance scheduled for the peak attendance period of the event.
- It is encouraged that the Mascot not be the sole purpose of the event, but rather an attending "celebrity."

NOTE: Requests and scheduling of Activities and Mascot appearances are subject to the sole discretion of Dutch Springs, subject to availability, and other factors. Requests should be received at least 4 weeks prior to event date. Requests made outside this time frame may not be granted.

Signature

Date

<p>FOR INTERNAL USE: Event Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Approved: _____ Approved By: _____</p>
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