

# MASCOT BOOKING REQUEST FORM

## General Booking Information

Internal Request  External Request (PO#: \_\_\_\_\_ ) Date Received: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Time/Date: \_\_\_\_\_

Client: \_\_\_\_\_ Performance Times: \_\_\_\_\_

Client Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Ph. \_\_\_\_\_

Event Address: \_\_\_\_\_ On-Site Contact : \_\_\_\_\_

Change Facilities Available On Site:  Yes  No Parking:  Yes  No

Refreshments and Snacks Available On Site:  Yes  No

Transport Required:  Yes  No Distance: \_\_\_\_\_ Km/Miles

OUTDOOR EVENTS ONLY: Perform rain or shine?  Yes  No

Method of Payment (If Applicable):  Cash  Cheque  Visa  Mastercard

American Express Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

## Performance Requirements:

Requested Routines/Activities:

Greeting Patrons/VIPs

Cheerleading

Sports Participation

Premium Giveaways

Other: \_\_\_\_\_

Other Activities Taking Place:

Music  Clowns

Celebrities  Demonstrations

Face Painting  Other Mascots

Ceremonies  Guest Speakers

Other: \_\_\_\_\_

## Office Use Only

Confirmation Date: \_\_\_\_\_

Assigned Performer: \_\_\_\_\_ Spotter: \_\_\_\_\_

Backup Performer: \_\_\_\_\_ Late Booking Fee:  Yes  No

Comments: \_\_\_\_\_