



Mascot & Happy Day Rally Appearance Request Form

Please fill out the following information in its entirety, and return this form via email at least **TWO WEEKS** prior to your requested appearance date.

**RETURN TO: Regina Edwards, Ant DivaMo
(ADM) Mascot Coordinator • Email:
regina@antdivamo.com**

EVENT NAME / TYPE OF EVENT: _____

EVENT DATE: _____ TIME REQUESTED: (From) _____ (To) _____

EVENT LOCATION / ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SCHEDULING CONTACT NAME: _____ PHONE: _____

EMAIL: _____ CONTACT ON DAY OF EVENT: _____

CELL: _____

EVENT DETAILS / SPECIAL REQUEST:

ANTICIPATED ATTENDANCE: _____ AGE RANGE OF PARTICIPANTS: _____

APPEARANCES & PRICES (Check all that apply to this event)

Appearances – One (1) hour minimum charge

- | | |
|--|-------------------|
| <input type="checkbox"/> Ant DivaMo (Mascot) | First Hour |
| <input type="checkbox"/> Busy Bees Helpers 4 | \$175 |
| <input type="checkbox"/> ADM & Zumba | \$100 |
| <input type="checkbox"/> Full Spirit Team (Full ADM Team: Ant DivaMo, Busy Bees & Zumba) | \$200 |
| | \$450 |

School Events & Charity/Non-Profit Events – One (1) hour minimum charge

- | | | |
|--|--|-------------------|
| <input type="checkbox"/> Ant DivaMo (Mascot) \$100 | <input type="checkbox"/> Busy Bees \$100 | First Hour |
| <input type="checkbox"/> ADM & Zumba | | \$100 |

Additional Charges – Check all that apply

___ Each additional hour, or portion there-of	\$75
___ Travel Charge (Applicable for events outside major city limits)	\$25

Payment Information

___ Smart Billing Activity Number(s) _____

___ Check (Made payable to “Renatus” w/ subject line: Ant DivaMo, event name and date

Credit Card Authorization Form (available upon request)

Please refer to the following pages for Mascot & Happy Day Rally Appearances Procedures & Protocol

(Updated: 7/21/17)

Ant DivaMo Mascot & Happy Day Rally Appearances Procedures & Protocol

The Ant DivaMo Mascot, and THW Happy Day Rally Team: Ant DivaMo, Busy Bees & Zumba are available for community, school and special request appearances. If you are interested in booking Ant DivaMo or any of the Happy Day Rally Team: Ant DivaMo, Busy Bees & Zumba) for an event, please complete the Mascot & Happy Day Rally Request Form and **return via email to ADM Mascot Coordinator, Regina@antdivamo.com**.

GENERAL POLICIES

1. Mascot and Happy Day Rally appearances are available upon request with a **MINIMUM TWO-WEEK notice**. Due to the time demands on our student performers, we cannot guarantee that each requested appearance will be fulfilled. Furthermore, priority will be given to Ant DivaMo Kid Referrals.
2. Renatus, LLC/Ant DivaMo reserves the right to refuse any appearance. All requests will be left to the discretion of the Renatus, LLC/ADM Coordinator. The Renatus, LLC/ADM Coordinator will decide if any appearance conflicts with the best interests of the Brand Vision and Mission, its students, and/or Supporters.
3. For appearances taking place outside of the North Florida community, all expenses must be paid for by the requesting organization. Please allow more than ample time for arrangements to be made for “out-of-the-ordinary” travel.
4. **REFUNDS:** There is NO refund for cancellations with less than 48 hours’ notice, including bad weather.
5. Ant DivaMo and Happy Day Rally team will be prepared based upon the details that are provided on the Appearance Request Form. Please be VERY clear about your expectations of the team’s role at your event. Other than a brief ADM routine, these are non-performance appearances. Nonperformance activities might include a meet and greet, photos with event guests, autograph signings, teaching a clinic, or handing out event giveaways.
6. If alcohol is being served while Ant DivaMo and/or team members are at your event, they 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.
7. Appearances will require a PRIVATE changing room away from guests and a place where the mascot and/or spirit teams’ belongings can be stored during the event. Bathrooms are NOT acceptable.

8. **ANT DIVAMO SPECIFIC NOTES:** Ant DivaMo will arrive 15 minutes prior to his/her start time in order to change into costume. Please note that outdoor events require that Ant DivaMo take a 10-minute break every 20 minutes, and/or as needed.

Appropriate parking arrangements must be made for all performers, including reimbursement or advance payment accommodations. Spirit groups are expected to car pool when necessary, so as to cut down on additional costs for the requesting organization.

9. Water **MUST** be provided to ALL performers at ALL events. For events lasting longer than two (2) hours and/or taking place during “normal” meal hours, it is highly recommended that reasonable refreshments be provided for the performers, especially in the case of events taking place outdoors.

CHARITY & NON-PROFIT APPEARANCE DESIGNATION

Charity & Non-Profit Event appearance requests qualify for the Charity Event & Non-Profit rate **ONLY** if the following parameters are met:

1. Organizing Party is an IRS-recognized non-profit, 501(c) corporation.
2. Event must raise funds or awareness for an ailment, disorder, or unfortunate circumstance.
3. Event must be held in a neutral area – a non-commercial location, which does not benefit through the exposure they receive from hosting the event.
4. 100% of all proceeds must be donated to the aforementioned charity.
5. The beneficiaries of the charity or the patients must be present during the appearance.

Please be aware that all charity requests will require a copy of your 501(c) (3) paperwork, assigning non-profit status to your organization, as well as a detailed description of the event including beneficiaries along with your request form. In addition to the aforementioned parameters, all charity requests are subject to further approval.