



STONY BROOK ATHLETICS

WOLFIE APPEARANCE REQUEST CONTRACT 2010-2011

This document is intended to detail the requirements for scheduling an appearance with Stony Brook University's Official Mascot, Wolfie. This completed contract -- along with the completed contact sheet -- are both required for scheduling any appearance. Please fax both forms to Andrea Lebedinski at 631-632-8841. Or you may mail them to Andrea Lebedinski, c/o Wolfie, Stony Brook University Department of Athletics, Indoor Sports Complex - Office of External Affairs, Stony Brook NY 11794-3500

REQUESTS MUST BE SUBMITTED TWO (2) WEEKS PRIOR TO EVENT.

The following terms & conditions apply to all Wolfie appearances:

Requestor Requirements

- All appearances range from 1-2 hours. Any appearance over this designated time will need special approval from the Coordinator of Merchandise and Branding.
- Stony Brook Athletics reserves the right to refuse any appearance request. Submitting a request does **NOT** guarantee Wolfie can attend the event.
- A **private & lockable** place for Wolfie to change and store his personal belongings must be provided.
- It must be understood that Wolfie's **maximum** time in the suit is **45 minutes** (out of an hour) for an appearance and less than that in excessive heat and humidity.
- Requestor must provide drinking water for Wolfie during the appearance.
- Stony Brook Athletics reserves the right to refuse any appearance. Because of time demands on our students, we cannot guarantee that each requested appearance will be filled -- especially on game day. Priority is given to class schedules and Athletic-related responsibilities.
- The Wolfie suit (costume) is the property of Stony Brook Athletics and is not rented or loaned to the general public under any circumstances. The Mascot Team consists of students who attended the official Wolfie Team Tryouts and the best are accepted to the team.

Photography

- Photographers at this event need to understand that Stony Brook University and Stony Brook University Athletics have registered trademarks. As such, photographers may only take candid, individual and/or group photos.
- Photographers may **not** take a photo of Wolfie to sell, reproduce or use for promotional purposes. Also, registered trademark logos of Stony Brook University and Stony Brook University Athletics cannot be used for sale, reproduction or promotional usage either.
- For more information regarding any use of Stony Brook University and Stony Brook University Athletics trademarks and/or SB Athletics trademarks, please visit the Stony Brook University Trademark Licensing website: <http://www.stonybrook.edu/sb/toolkit/licensing>

Cancellation Policy

- We reserve the right to cancel an appearance due to illness, personal emergency, class issues, etc.

Cost for Booking

- University Departments, Units and Student Organizations **will not** be charged an appearance fee. These appearances are limited to 1 hour.
- General Public appearances will be charged a fee of \$50 per appearance. (Note: The appearance fee is to cover the cost of staffing Wolfie).
- **Payment must be made in full 10 days before the event. If the appearance fee is not paid in this time frame, the appearance will be cancelled with notice.**

By signing this form, I acknowledge that I have read and understand the policies related to booking an appearance with Stony Brook Athletics. I further understand that by completing this form, I am not guaranteed that this request will be fulfilled.

Signature of Requestor _____

Print Name of Requestor (print clearly) _____

Organization _____

Upon receipt of your completed forms, you will receive a confirmation email that we do have your forms. Your event will then be placed on the appearance calendar as tentative. Two weeks prior to your event -- or sooner if at all possible -- you will be notified if your request was able to be filled. If your appearance is granted, you will again receive an email confirming the details of your event.

*If you have any questions, please feel free to contact Andrea Lebedinski by phone at 631-632-7705 or via email
Andrea.Lebedinski@stonybrook.edu*

All appearances are booked on a first-come, first-served basis, and are dependent upon Wolfie's availability.



STONY BROOK ATHLETICS

WOLFIE APPEARANCE REQUEST FORM – CONTACT SHEET 2010 – 2011

This completed form is required for scheduling any appearance (along with the Contract)

Today's Date: _____

Organization: _____

Contact Person: _____

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

Location and complete address of Event (if different from above):

Daytime Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

Contact name and cell phone number (day of appearance):

Date of Event: ____ / ____ / ____ Day of the Week: _____

Requested time frame for this appearance: _____ o a.m. o p.m. to _____ o a.m. o p.m.
Start Finish

Name / Type of Event and any instructions (attach any event fliers if you'd like):

Detailed Driving Directions to Event (or attach directions via MapQuest, etc):

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For Office Use Only

Appearance Request: Approved Denied

Reason for Denial: _____

Wolfie Assigned to Appearance: _____

Wolfie Member Cell Phone: _____

Request Date: ____ / ____ / ____

Confirmation Approval and Invoice Emailed to Requestor: Yes ___ / Date _____

Payment Due By: ____ / ____ / ____ Amount: \$ _____

Payment Received: ____ / ____ / ____ Type: _____

