



THE
COLLEGE
OF THE
FLORIDA KEYS

Mascot Event Appearance Request

Preference will be given for events with large audiences and/or high impact on the College's reputation and or relationships with key audiences (e.g., Commencement, Community Day, Scholarship Social). The mascot can attend in costume for a maximum of 30 minutes at a time. Requests should be made with ample notice. Requests submitted less than two weeks in advance may not be approved. Approval by the Associate Vice President of College and Community Engagement is required for all mascot appearances.

Name of Event:

Department:

Event Date:

Event Time:

Time of Shel's appearance at the event:

Event Location:

Event Description:

Employee Signature:

Date:

Supervisor Approval:

Date:

Associate Vice President,
College & Community Engagement Approval:

Date: