

DUKE DOG APPEARANCE REQUEST FORM



Please fill out this form in its entirety (type or print). The following information is a guideline to assist you in having Duke Dog, the official mascot of James Madison University, at your upcoming event. All requests must be submitted in this format, and will be considered on an individual basis.

- **Completion of this form does not guarantee an appearance by the Duke Dog.**
- JMU Athletic Marketing must receive this application (a minimum of) four weeks in advance.
- All appearances are subject to JMU Athletics Department approval, and based on the nature of the event, a fee will be determined.
 - JMU functions and non-profit organizations do not incur a charge for Duke Dog to appear at events; all other appearances will be charged a base rate of \$100 per event, plus mileage.
 - For Duke Dog's safety, all appearance that will knowingly have more than 15 children (ages 12 and under) in attendance must have an escort for Duke Dog at all times. If an escort cannot be provided, the JMU Athletics Marketing Department will supply one at a cost of \$25 per hour. Events for JMU and non- profit organizations are excluded from this fee.
 - Checks should be made payable to "James Madison University."
- The client must provide secured parking and a dressing room for Duke Dog. Water, and in some cases a meal and lodging allotment, must also be provided. If you are having a photo opportunity with Duke Dog we ask that you have a central location for all photos.
- James Madison University events take priority to off-campus events.
- The James Madison University Athletic Department must first approve any form of media exposure that mentions an appearance by Duke Dog.
- Duke Dog is at your event to make it fun for all. Please maintain a fan-friendly environment. Duke Dog reserves the right to walk away from any appearance that he deems unsafe or harmful to the performer. No refunds will be given.
- The costume may not be rented or borrowed.
- Your completed Appearance Request Form should be mailed to the James Madison University Athletics Marketing Office, Attn: Duke Dog Request, MSC 0403, Bridgforth Stadium, Harrisonburg, VA 22807, or faxed to (540) 568-3703.



Event Date: _____ **Time:** _____ **Length of Event:** _____

Event: _____

Purpose of Event: _____

Event Location/Address: _____

Directions to Event from JMU: _____

Audience Size: _____ **Audience Age Range:** _____

Duke Dog's Parking Location: _____

Where should Duke Dog meet you?: _____

(Continued on page 2)

DUKE DOG APPEARANCE REQUEST FORM (continued)

Organization: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

If there are more than 15 children (ages 12 and under) in attendance at the event, will your organization supply an escort for Duke Dog? If not, the JMU Athletics Marketing Department will supply an escort at the cost of \$25 per hour. Note: All JMU and non-profit organizations are excluded from this fee, but should still respond below.

YES

NO

Not Applicable

By signing this form, I acknowledge that I have read and understand the policies related to Duke Dog appearances. I further agree to indemnify and hold Duke Dog harmless from and against any and all claims, losses and liabilities of any kind (including reasonable attorney's fees and other reasonable costs of defense) arising out of or incident to Duke Dog's performance in accordance with this agreement.

I further understand that James Madison University is under no obligation to fulfill this Duke Dog appearance request. All appearances are contingent on the availability of the student mascots. Although every effort will be made to accommodate scheduled events, James Madison University will not be held liable for missed appearances.

Signature: _____ Date: _____

DUKE DOG APPEARANCE EVALUATION FORM



Thank you for inviting Duke Dog to your special event/occasion. We hope that the Royal Dog helped to make your event fun and successful. In an effort to provide the best service possible, we would like to hear some feedback from you. If you would take a moment to complete this survey and return it to the Athletics Marketing office, we would greatly appreciate it. Again, we hope your event went well and that Duke Dog was an added bonus!

Client: _____

Type of Appearance: Corporate Charity School Other

Name of Individual Appearing as Duke Dog: _____

Appearance Date: _____ **Location:** _____

Time of Event: _____

Duke Dog's duties at your event: _____

- | | | |
|---|------------------------------|-----------------------------|
| Did Duke Dog arrive on time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was Duke Dog's costume complete? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did Duke Dog give a quality performance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did Duke Dog have a friendly attitude? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did Duke Dog have a professional demeanor? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was Duke Dog received well by the client? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did the appearance end on time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was Duke Dog courteous and organized? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was Duke Dog asked to do anything not listed in the contract? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please provide any additional information related to your answers stated above:

Please complete and return this form to:
JMU Athletics Marketing Office
Attn: Duke Dog Evaluation
MSC 0403, Bridgforth Stadium
Harrisonburg, VA 22807
FAX: (540) 568-3703