



# Kansas City Wizards

## Mascot Appearance Request Form

Thank you for inviting the Kansas City Wizards to be part of your event. In order for a request to be processed, you must complete the following form and return it to the Wizards at least four weeks prior to event date. This form must be accompanied by (MapQuest) directions from 6310 Lewis Road, Kansas City, MO.

### DEPARTMENTAL INFORMATION

Requested by \_\_\_\_\_ Dept. \_\_\_\_\_  
Office # 913.387.3400 Cell # \_\_\_\_\_  
Director Approval \_\_\_\_\_ Date submitted \_\_\_\_\_

### APPEARANCE INFORMATION

Appearance Fee:  Charity \_\_\_\_\_ or  Non-Charity \_\_\_\_\_  
Organization: \_\_\_\_\_ Event Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Time (1½ hour maximum): \_\_\_\_\_  
Event Contact: \_\_\_\_\_ Contact Phone # \_\_\_\_\_  
Event Location and Address: \_\_\_\_\_  
Description of Appearance and Mascot Role: \_\_\_\_\_  
\_\_\_\_\_  
Expected Number of Attendees: \_\_\_\_\_  
Composition (Kids, Adults, etc.): \_\_\_\_\_  
Will photographer/media be present? \_\_\_\_\_

Please send the completed form to Erin Lawless, Community Relations Coordinator, at 8900 State Line Road, Leawood, KS 66206. Please call with any questions, 913.387.3400.

### OFFICE USE ONLY

C.R. Approval - Date: \_\_\_\_\_  Mascot Approval – Date: \_\_\_\_\_