



CHARACTER REQUEST



Please complete the below form and submit via e-mail: characters@scetv.org.
REQUEST MUST BE RECEIVED NO LESS THAN 30 DAYS PRIOR TO EVENT DATE

Name of primary requestor (organization): _____

Name of primary requestor (individual): _____

E-mail: _____ Phone: _____

EVENT INFORMATION

Name of Event: _____

Event date: _____ Event location: _____

Event duration: _____ Expected attendance: _____ ☐ Indoors ☐ Outdoors

- * **Event Description** Typical character involvement includes greeting and taking photos with event guests.
*Please include any extra activities the characters are expected to participate in.
*Please list any COVID-19-related precautions or regulations that will be in effect.

CHARACTER SELECTION

*Please select no more than three characters that are being requested to attend.
*Please note that all requested characters may not be available on specified date(s).

- | | | | |
|------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Smart Cat | <input type="checkbox"/> Jet Propulsion | <input type="checkbox"/> Daniel Tiger | <input type="checkbox"/> Buddy the Dinosaur |
| <input type="checkbox"/> Clifford | <input type="checkbox"/> Nature Cat | <input type="checkbox"/> WordGirl | <input type="checkbox"/> Other: _____ |

ADDITIONAL QUESTIONS:

Y N

- ▶ Are you able to provide a private room that can be used as a dressing room/break area? ☐ Y ☐ N
- ▶ Will there be other characters/mascots in attendance? And, if so, how many? ☐ Y ☐ N
- ▶ If the event is taking place outdoors, please describe the weather contingency plan:

- ▶ If requesting Smart Cat, can SCETV include this event as part of its public list of upcoming Smart Cat events? ☐ Y ☐ N
- ▶ Is this event being promoted on social media? If so, please provide handles:

BILLING INFORMATION

Method of payment: ☐ Check ☐ Credit

Name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____

Zip: _____

*Instructions on how to process credit card payment will be provided with invoice.

Signature of requestor: _____ Date of submission: _____



CHARACTER PROCEDURES



For SCETV to consider character attendance:

- Request for character attendance must be made more than 30 days prior to event.
- Event must last longer than one hour for SCETV to consider character attendance.
- Additionally, event must attract an attendance of at least 50 individuals per hour.
- SCETV will provide no more than three characters for any individual event.
- SCETV will not provide characters for individual/personal events, such as birthday parties, bar and bat mitzvahs, weddings, etc.
- SCETV will not provide characters for any political rallies or related events.
- SCETV will not allow characters to endorse products or commercial businesses of any kind.

Policies for character attendance at an event:

- The character(s) will spend no more than four hours at the event.
- Smart Cat will only attend events at no cost that are free and open to the public. He will attend private events for a fee.
- Attendance of additional characters at either public or private events requires a fee.
- Fee breakdown for character attendance:
 - ▶ Requestor will cover cost of costume rental, which is established by www.mascot.org and will be provided following submission of the character request form.
 - ▶ SCETV will charge an additional \$40 per hour that the character is requested to attend the event.
- Once character attendance is approved, SCETV will provide requestor with invoice, due 30 days following receipt.
- It is required that character actors receive a break at least every 20 minutes or more often if needed.
- Characters will not speak or sing.
- Typically, characters greet and take photos with attendees.
- Additional activities must be outlined on the character request form.



Questions? characters@scetv.org