

VIRGINIA TECH HOKIEBIRD REQUEST FORM

Date Requested: _____ Time Requested: _____

Title of Event: _____

Location of Event: _____

This event is sponsored by (check one):

VT Organization VT Department Non-Profit Org Other(_____)

Contact Person: _____

Mailing Address: _____

Contact Email: _____ Contact Phone #: _____

-Appearance Fees:

\$50/hour – Any official Virginia Tech Organization or Department (*limit two appearances per school year*)

\$50/hour – Any non-profit organization and/or charity event

\$200/hour **– All other requests, i.e. weddings, birthday parties etc.

(**additional costs for mileage must be added for any appearance outside of Blacksburg at the rate of \$0.50/mile roundtrip and one night lodging, if necessary)

-Please mail request form, along with payment in the form of a check made out to

“Virginia Tech Foundation” to HokieBird, 309N Cassell Coliseum, Blacksburg, Virginia 24061.

Virginia Tech organizations and departments **DO NOT** need to send payment with a request as you will be invoiced for appearances upon confirmation.

-Receipt of this request form and deposit of payment does **NOT** constitute a reservation. Reservations will be confirmed or denied by email no later than two weeks prior to your event. Should an appearance need to be denied or canceled after confirmation, a full refund will be sent to the contact person within 30 days.

-Availability is filled on a first-come, first-served basis. There is no guarantee the HokieBird will be available on a given date and/or time. The HokieBird is only available for on-campus appearances on Football and Basketball home game dates. The HokieBird does not make appearances on holidays.

- DISCLAIMER: Images gained from any appearance may NOT be used for any commercial use, endorsements, to sell products and services etc. unless you have written permission from IMG.

If you have any questions, comments or concerns please contact Brent DiGiacomo, Director of Marketing and Promotions at bdigiacomo@vt.edu or by calling (540) 231-3236.

For Office Use Only

HokieBird Assigned: _____

Payment Received: _____ Refund Sent: _____

Date of Reply: _____