

# ROCKEE APPEARANCE REQUEST FORM



**Rockee** is the mascot for the **Rockford Rockets**. **Rockee** will attend a variety of events within Rockford Area Schools but may also be available for private appearances including charity events as long as they follow school district policy. **Rockee** is very busy and needs a minimum of **two weeks' notice** to do any appearance. Upon receipt of this request, the Rockford Area Schools District Office will e-mail you with confirmation of your request. **Rockee** will only confirm appearance requests if this appearance sheet is filled out **completely**.

**\*\* PLEASE TYPE OR PRINT CLEARLY\*\***

Today's Date: \_\_\_\_\_ Please Select Type of Appearance: -School District Activity  
-Non-District Activity  
-Charity

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ : \_\_\_\_\_ to \_\_\_\_\_ : \_\_\_\_\_ AM / PM

Requested by: \_\_\_\_\_ E-mail Address \_\_\_\_\_

Contact Person at the event: \_\_\_\_\_

Contact's Cell Phone Number: \_\_\_\_\_

*(It is important that someone be at this phone number and ready to answer **30 minutes** prior to event. Rockee relies on this person to find the dressing room and a quick briefing of what is expected. In rare occasions, Rockee cannot do an appearance if the contact person is unavailable.)*

Contact Address: \_\_\_\_\_  
(Street City State ZIP)

Appearance Address: \_\_\_\_\_  
(Street City State ZIP)

Parking Location *(must be provided and paid for)*: \_\_\_\_\_

Dressing Room *(must be private, no public restrooms)*: \_\_\_\_\_

Description of the event:  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything special you would like **Rockee** to do at the event? *(Rockee does not talk.)*  
\_\_\_\_\_  
\_\_\_\_\_

Who will be at the event? How many guests are expected?  
\_\_\_\_\_

Please send request to [ehlersk@rockford.k12.mn.us](mailto:ehlersk@rockford.k12.mn.us) or fax to 763-477-5833.