



## GUIDELINES FOR PEGASUS AND THE UCF APPEARANCES

1. Fill out and submit a copy of the Pegasus and the UCF Knight Appearance Request form. The form can either be e-mailed to [pegasusmascot@ucfalumni.com](mailto:pegasusmascot@ucfalumni.com) or faxed to 407.823.0172. All requests must be sent a month prior to event/appearance.
2. All payments must be received IN FULL a minimum of 2 weeks prior to all appearances. Appearances are NOT considered confirmed until the payment is received and the event is approved.
3. Since Pegasus is a live animal, all forms in accordance to the location where the event/appearance will take place must be in order and proof of approval and compliance of such must be provided to alumni 2 weeks prior of event.
4. Pegasus and the UCF Knight will arrive 45 minutes – 1 hour prior to the start time of the event/appearance to get changed into costume.
5. Pegasus and the UCF Knight will arrive in a truck and trailer so the event location must allow for space needed. See page 1 for location details. A lack of room for either truck/trailer or horse and rider can lead to cancellation of event/appearance. The truck and trailer measure 50 feet in length. The area provided for the truck and trailer must have access to grass or dirt and must be in a private location away from the event location.
6. Please note that outdoor events may require the Pegasus and the UCF Knight take a 20 minute break for every 40 minutes if it is a particularly hot day. (contingent on weather/temp/length of event to be determined at event)
7. There is no refund for cancellations with less than 48 hours notice, including bad weather.
8. If the event location is over 10 miles away from campus, there will be a \$10 travel charge. Events located outside of a 30 mile radius of UCF are evaluated on a case by case basis for approval. Additional travel charges may apply.
9. Pegasus and the UCF Knight, as well as ground helpers, will be prepared base upon the details that are provided at the bottom of the Appearance Request Form. Please be VERY clear about your expectation of the mascot's role at your event. This is a nonperforming event (unless terms agreed upon on a select basis). Non performance activities might include a meet and greet as well as photo opportunities with event guests. Final approval of Pegasus & UCF Knight's event activities will be approved by Alumni prior to event.
10. If any Pegasus Mascot Program team member (rider, squires) feels uncomfortable because of unruly or inappropriate quests, the team will leave immediately and no refund will be provided. This also includes if any team member feels Pegasus is in an unsafe environment. This would include weather condition, site conditions and/or crowd control.