

# CavMan Request Form

## TO REQUEST CAVMAN:

Please fill out the below form and send to [klc4z@virginia.edu](mailto:klc4z@virginia.edu). If you have any questions, please contact Kelley Haney, Spirit Coordinator, University of Virginia Athletics at [klc4z@virginia.edu](mailto:klc4z@virginia.edu).

All CavMan requests **must be received at least two weeks prior to the event**. If payment is required for your event, you must pay within seven days of the event. Please review the CavMan Appearance Information sheet for details and pricing prior to filling out this form.

## Event Information

Event Name & Host Name/Organization: \_\_\_\_\_

Event Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Start and End Time: \_\_\_\_\_

Event Details (What will Cavman be doing?): \_\_\_\_\_

Dressing Room Location: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**I certify that I have read the CavMan Appearance Information & Pricing sheet, will follow all procedures for hosting CavMan and will pay any necessary appearance fees:**

Requestor Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_

## For Office Use Only:

Request Approved or Denied: \_\_\_\_\_

Date: \_\_\_\_\_

Notes / Reason Denied: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_