**Pio Appearances**

**Request Form**

Please complete the form below to request a Pio appearance at your event. The information you provide will be used to determine whether the request can be accommodated. While every reasonable effort will be made for a Pio appearance, limitations on staffing, costumes, and scheduling make it impossible to meet every request. Requests should be made *at least* two weeks in advance. Form should be returned to pioappearances@wpunj.edu.

**Requestor**

Name of requestor       Requestor’s department

Requestor email       Requestor phone number (   )   -

**Day of Event Contact** (if different than above)

Name of contact       Contact’s department

Contact email       Contact phone number (   )   -

**Event Details**

Event name       Date of event       (MM/DD/YYYY)

Event location       Event start time       Event time end time

Start time of Pio appearance       End time of Pio appearance

Description of event

Description of Pio’s role and activities at the event

**Common Pio Activities request**

**[ ] “Pictures with Pio”** *(scheduled stationary picture session with Pio)*

* If yes, Pictures with Pio: Start time       End time

**[ ] “Mix and Mingle”** *(Pio walkthrough crowds to meet and take pictures)*

* If yes, Mix and Mingle: Start time       End time

**[ ] Pio dance to song** *(Pio dances and performs to a specific song- event must provide music)*

* If yes, Pio dance: Start time       End time
* Name of song and artist:

**[ ] Event theme** *(if any, Pio will try to match the event’s theme in attire and/or accessories):*

**Appearance Fee**

Pio’s appearance fee is $15 per hour (rounded up to the nearest hour). The appearance fee includes a one hour charge for the performer’s preparation and clean up time.

**Number of hours for Pio appearance**       + **one hour prep and clean fee** =       **total hours**

* **Pio total hours**       X **$15 per hour** = $
* **FOAP to be charged**

**READ CAREFULLY: Important Pio Notes**

* Pio will need a secure, private area for holding their belongs, changing in and out of the costume, and for breaks. The closer this area can be to the performance area, the easier it is for the performer.
* Pio requires regular breaks. Depending on the conditions, they will need to take a break every 15-30 minutes. Their handler will work with Pio to monitor their time in the costume to help protect the performer’s safety. The health and safety of the performers will always be the highest priority.
* Please provide bottles of water and/or Gatorade in the break area for Pio. If the performance time will exceed two hours, high energy snacks like bananas are also appreciated.
* Pio cannot speak and it is difficult for the performer to hear and see while they are wearing the costume. If you have information or requests for Pio, please share them with the handler so they can communicate it to the performer.
* If you are looking for Pio to wear an event shirt or something other than their normal attire, you must submit a picture of the clothing so it can be reviewed and ensure that it meets the Marketing and PR criteria. In regard to clothing sizes, typically a 3XL or 4XL is best.