



### Player/Coach/Mascot Appearances Guideline Form

(Must be returned within 15 business days of appearance approval)

In order to ensure that the appearance goes well for everyone, here are a few guidelines to follow:

- Player/coach/mascot involvement can vary in participation level. Player/coach may give a speech, demonstrate soccer skills, sign autographs, pose for photographs, lead a practice/clinic, read to children, etc. Please be specific with your request. **Mascot does not speak**, but can sign autographs, pose for photographs and excite the audience. Depending on the event, prior agreement for autograph session will be arranged.
- Due to the player/coach's busy schedule, we often cannot guarantee a specific player or coach. Please refer to the Real Salt Lake schedule prior to submitting your request as appearances will not be scheduled on the following: game days, day before games, travel days, player "off" days, and during training. **No appearances before 1:00 p.m.**
- Do not promote Real Salt Lake's appearance at your event until it has been confirmed by the RSL Community Relations Department.
- In the event of rain or snow, please provide shelter or alternative site for player/coach/mascot. An alternative plan must be provided two weeks prior to the event.
- Announce the player/coach/mascot attendance before they arrive. This ensures that everyone interested in meeting him knows exactly when and where he will be. We will provide you with a short biography on the player/coach/mascot before the event, so you can adequately promote the appearance. The best appearances are those that fans are eagerly awaiting the arrival of the player/coach/mascot.
- All players/coaches/mascot will be accompanied by an RSL Staff Member. This person is there to help the player/coach/mascot making the event as special as possible. There must be a contact person from your organization with RSL player and staff at all times. The contact's role is to ensure that RSL's participation is properly facilitated and complications can be addressed immediately.
- Please be available to meet our player/staff at a central location prior to the event. Make sure that all of the supplies necessary for the appearance are ready when the player/coach/mascot arrives (chairs, tables, books, prizes, microphone, DVD player, etc.).
- Please remember that the RSL celebrity is taking time out of his schedule to visit your event and can only be there for the allotted amount of time. Please do not ask them to stay longer.
- When considering appearance request, we adhere to the criteria listed below:
  - No activities with the risk of injury
  - Purpose separate from player's attendance- We recommend that your event NOT center on a player's attendance, but the appearance serve as a compliment to the overall event.
  - **No Career Days**
- **Real Salt Lake reserves the right to cancel an appearance at any time due to player/coach/mascot/family conflicts, emergencies, illness, traveling conflict, etc.**

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Signature

\_\_\_\_\_  
Date