

Mascot Procedures & Guidelines for JINX

- 1) Request for mascot appearances must be sent in writing to the Community Relations Office least 3 weeks prior to the event. Requests can be made by:
 - calling Jennifer Servies, Community Relations Assistant (317) 274-7400
 - sending an email to jservies@iupui.edu
 - faxing a mascot appearance request form to: (317) 278-0898
 - mail form to: Jennifer Servies
IUPUI Community Relations Office
355 N. Lansing, AO 109
Indianapolis, IN 46202
- 2) IUPUI campus events will be given first priority to mascot appearance requests. Other requests will be filled on a first come, first serve basis.
- 3) A written notice or phone call **MUST** be received by the Community Relations Office at least 72 hours prior to the event.
- 4) A cleaning and/or repair fee will be charged to the organization if damage is done during the appearance.

GUIDELINES

- Keep Cool:** Jinx should only be in custom for 20-30 minutes during the spring and summer months to avoid overheating. Jinx shouldn't be in costume longer than one hour during cooler months. The amount of time for Jinx to be in costume depends largely on the temperature. The costume is heavy and hot. Overexposure to heat may cause illness. Bottled water should be made available for Jinx
- Changing:** Please provide Jinx with a secured place to change and a secured place to keep his belongings.
- Escort:** The costume limits visibility, so an escort for Jinx will need to be provided by the requesting organization. Jinx does not speak, he communicates through different gestures, so the escort will need to communicate verbally to those who are trying to get mascot's attention.
- Attention:** The requesting organization will have to pay attention to how others are treating Jinx. Please be aware of people on the mascot's tail and hitting/attacking Jinx. We do not want any damage to be done to the costume and the person inside the costume.

As a representative for the organization requesting Jinx, I understand and agree to the procedures and guidelines outlined above for Jinx to make a special appearance.

Signature

Date