



## Hunter the Hawk Request Form

Thank you for your interest in scheduling Hunter the Hawk. Below you will find policies, fees, and procedures for scheduling Hunter. Please review this information carefully before submitting your request form. Should you have any questions, please feel free to contact us at [marketing@heartland.edu](mailto:marketing@heartland.edu). We look forward to being able to schedule Hunter for your event.

Thank you for your support of Heartland Community College.

### **Policies**

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1. The Heartland marketing department must receive this application a minimum of four weeks prior to the date of the appearance.
2. The Heartland marketing department reserves the right to refuse any appearance.
3. Because of the time demands on the students portraying Hunter, we cannot guarantee that each requested appearance will be fulfilled. Priority is reserved for Heartland related duties.
4. Due to academic and time restrictions, appearance requests that fall during scheduled academic calendar breaks will be made on a limited basis.
5. We reserve the right to cancel an appearance due to illness, personal emergency, class issues, etc.
6. The Hunter costume will not be loaned or rented.

### **Procedure**

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1. Request can be emailed ([marketing@heartland.edu](mailto:marketing@heartland.edu)) or mailed to:  
Heartland Community College  
Attn: Hunter Request  
1500 W. Raab Rd.  
Normal, IL 61761
2. Confirmation of our ability to fulfill, or our need to decline, your Hunter request will be provided within two weeks of the requested date.

**\*\*\* Please complete the form on the next page. \*\*\***



HEARTLAND  
COMMUNITY COLLEGE

## Hunter the Hawk Request Form

Requests for Hunter appearances must be made at least 4 weeks prior to event.

Please note: Completing this form does not guarantee an appearance by Hunter. After form is received, you will be contacted regarding the status or your request.

Name of Organization Making Request:

Primary Contact Person for Request:

Phone:

Email Address:

Description of Activity/Event:

Please list any special requests of things you'd like Hunter to do.

Type of Organization:  General Public  
 Non-Profit Organization  
 Heartland Internal Request

Date of Activity:

Requested Arrival Time:

Site of Activity:

Length of Appearance:

Venue Name:

Venue Address:

Who should performer ask for upon arrival?

### **For Office Use Only**

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

Approved  Denied

Performer/Spotter: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_