



# McFogg the Dog

## Booking Terms & Conditions

*Last Updated: Spring 2012*

McFogg the Dog is Simon Fraser University's official mascot. As a mascot, McFogg is a great addition to any event that promotes a campus community. McFogg has been seen during Orientation, Academic Options Day and numerous athletic events. Booking McFogg is only done via the websurvey. **Any questions can be directed to the Special Projects Assistant by email – [ulife@sfu.ca](mailto:ulife@sfu.ca).**

## Booking Terms & Conditions

### 1. REQUEST PROCESS & CONFIRMATIONS

- a) McFogg the Dog will need to be booked 2 weeks in advance of a performance via the McFogg Websurvey available on the **McFogg website ([www.sfu.ca/students/mcfogg](http://www.sfu.ca/students/mcfogg))**
- b) Confirmation of booking requests will be based on the performance team's availability.
- c) The Special Projects Assistant will contact the requester via email in 2 weeks time once performance team members have been scheduled.
- d) If there is a last minute cancellation from the performance team, the Special Projects Assistant will inform you as soon as possible.
- e) The necessary information will need to be provided upon booking:
  - a. Contact information – Name, Phone Number, Email
  - b. What SFU Department or organization you are part of?
  - c. What is/are the event date(s) you would like to book McFogg the Dog for?
  - d. What is the event time?
  - e. What is the event location you would like McFogg to appear at?
  - f. What time would you like McFogg to appear?
  - g. Please describe your event and its purpose.

### 2. PERFORMANCE & EVENT VENUE REQUIREMENTS

- a) Each performance is usually 20-30 minutes long with a 15 minute mandatory break in-between performances. Please note that the duration of the performance will also depend on the performers and weather (e.g. outdoor, summer events, etc.).
- b) The event must take place on the SFU Burnaby campus.
- c) If it is an outdoor event, please inform the Special Projects Assistant and in the "comments" section of the websurvey. McFogg cannot be outdoors if it is raining or in mud conditions. If it does rain during the event, McFogg will need to be moved inside immediately.
- d) A private area for the performers to change in and take breaks in must be arranged. Once this space is confirmed and booked, please notify the Special Projects Assistant within 1 week prior to the event. Please note that the two performers scheduled for the event can be same or mixed gendered, so select an area suitable for either situation.
- e) If the event is longer than 4 hours, there will need to be a freezer provided for an extra ice vest.
- f) If possible, please provide drinking water.

- g) McFogg is not permitted at events serving alcohol, off campus, or at intimate parties on campus including birthday parties on Residence. Events must be inclusive of all SFU students, faculty and staff.

### 3. CANCELLATIONS

- a) Cancellations need to be made at least 1 week in advance via email [ulife@sfu.ca](mailto:ulife@sfu.ca). Once a cancellation has been made, you will need to re-book McFogg again should the event be scheduled again.
- b) If the event is cancelled due to extenuating circumstances on short notice, you are required to inform the Special Projects Assistant as soon as it is known.

If you agree to the above terms and conditions, you may proceed with the Websurvey to book McFogg. If you have any questions regarding the Booking Terms & Condition, please email the Special Projects Assistant at [ulife@sfu.ca](mailto:ulife@sfu.ca).

