

## APPEARANCE REQUEST FORM

Please fill in **ALL** info below, Sign, Scan, and email the attachment to:  
[Dan7410@yahoo.com](mailto:Dan7410@yahoo.com)

Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### APPEARANCE INFORMATION

Appearance Arrival Date: \_\_\_\_\_ Appearance Departure Date: \_\_\_\_\_

Times: Arrive \_\_\_\_\_ Start \_\_\_\_\_ Depart \_\_\_\_\_

Venue where event is being held: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Titleholder's Duties:** \_\_\_\_\_

**What is the appropriate attire for our titleholder?** Please check one.

Casual/Fashionable \_\_\_\_\_ Business Attire \_\_\_\_\_ Cocktail Dress \_\_\_\_\_

Formal Gown \_\_\_\_\_ Other/Notes: \_\_\_\_\_

**Are there any special guests attending the event?** Yes \_\_\_\_\_ No \_\_\_\_\_  
(Celebrities, Sport Figures, Public Figures, Etc.)

**If so, who?** \_\_\_\_\_

**Are there be media outlets attending the event?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Will She Be Dining During her Appearance?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Will she be speaking at this event?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Do you want her/them to wear her/their Banner(s)?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Is their crown to be worn or displayed? Worn:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Displayed: Yes \_\_\_\_\_ No \_\_\_\_\_**

**Is there a red carpet?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Will she be signing autographs?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Approximate number of people attending:** \_\_\_\_\_

- ◆ **IS THERE AN APPEARANCE FEE?**      Yes \_\_\_\_\_      No \_\_\_\_\_
  - **PLEASE LIST THE AMOUNT?**      \$ \_\_\_\_\_
- ◆ **WILL TRAVEL BE PROVIDED?**      Yes \_\_\_\_\_      No \_\_\_\_\_
- ◆ **WILL LODGING BE PROVIDED?**      Yes \_\_\_\_\_      No \_\_\_\_\_

**Special Notes:** \_\_\_\_\_

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**\*\*\*ALL APPEARANCE FEES ARE DUE PRIOR TO THE EVENT DATE\*\*\***

Checks should be made payable to: **Farra Enterprises**

**Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_