

Recreation, Parks and Culture, 2025 Oak Street Sherwood Park, AB T8A 0W9 Phone 780-467-2211 Fax 780-464-8471
Mail: Recreation Administration Office, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7 recreation@strathcona.ca

Requests MUST be received in writing with a minimum four (4) weeks prior notice.

Organization name _____ Request date _____

Contact name _____ Phone _____

Organization address _____

Email _____

Event name _____ Event date _____

Event address _____ Expected attendance _____

On site, pre-event meeting area located at _____

Parking provided no yes ► Location _____

On-site contact name _____ Number during event _____

Event start time _____ Event finish time _____

Mascot appearance start time _____ Mascot finish time _____

Type of performance request parade meet and greet indoors/outdoors

Recommended costume changing location _____

Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for coordinating requests for mascot appearances. If you have any questions about the collection, use or disclosure of this information, contact the Manager, Central Services, Recreation, Parks and Culture at 780-467-2211.

Office Use Only

Appearance number _____

Notes