



# GUIDLINES

Ugo Bear - The Community Builder™

Appearances





# Live Appearances

## UGO BEAR - THE COMMUNITY BUILDER™ APPEARANCE GUIDELINES

- Requests must be received at least two weeks prior to the event.
- Requests must be submitted to [info@opmig.org](mailto:info@opmig.org).
- Upon receipt of the request we will review it, and you will receive an e-mail or telephone confirmation within 2 business days that your request has been received.
- If the request information is incomplete, we will notify you via e-mail or telephone that additional information is needed.
- If we confirm Ugo Bear - The Community Builder™ to attend your event and there is a change in the date for any reason, we cannot guarantee that we will be able to accommodate the new date. If any changes occur after the date has been confirmed, please notify Operation Peace of Mind as soon as possible.
- If appropriate, we may ask your organization to provide a media plan which we will share with our public relations staff to ensure the greatest level of exposure for all organizations involved.
- If for any reason Ugo Bear - The Community Builder™ must cancel an appearance, Operation Peace of Mind will notify the group/event contact immediately and every effort will be made to provide an alternative appearance.

## INFORMATION NEEDED FOR REQUEST

- Event name
- Event date
- Event start time
- Event end time
- Event Description
- Event Location
- Event indoor/outdoor?
- Estimated Attendance
- Audience Age Range
- Organization Name
- Nonprofit Y/N?
- Ugo's Role
- Special Request?
- Contact Information:
  - Name
  - Address
  - Day Phone
  - Email Address

## UGO BEAR - THE COMMUNITY BUILDER™ AVAILABILITY

Ugo Bear - The Community Builder™ is available for appearances in the DFW area.

## EVENT REQUIREMENTS

Event hosts must provide a private changing area and water for Ugo Bear - The Community Builder™.

## FOLLOWING THE EVENT

Operation Peace of Mind retains the right to use any photography or videography taken during the event for promotional or marketing purposes. Operation Peace of Mind requests that any photograph/videography shot during the event be provided to the organization, preferably in a digital format.