



Appearance Request Form

Thank you for your interest in having an Atlanta Dream player, coach and/or executive make an appearance at your upcoming event.

Appearances are determined by the individual's schedule (work and personal) and each individual sets their own fee (if any) for an appearance. Typically, school, hospital and charity events do not require a fee. Most appearances last about one (1) hour.

PLEASE USE THE FOLLOWING GUIDELINES WHEN COMPLETING THE ENCLOSED FORM TO EXPEDITE YOUR REQUEST

- Specify if you are a charity, hospital or school; otherwise, be precise about your budget. Words like “negotiable” and “flexible” only delay the process.
- Identify the specific date and time you would like the Atlanta Dream personality to attend.
- Due to the tremendous volume of inquires; appearance requests must be submitted four (4) weeks in advance of the event.
- Preference will be given to organizations that provide a meaningful, interactive role for the individual, i.e. children, special needs.
- Due to the limited time available from our players and staff, appearances made outside the Atlanta area are more difficult to schedule.
- Submitting a request does not guarantee an appearance. If someone is available, a confirmation will be made 1 to 2 weeks before your event.
- Because of the very large number of requests we receive, we must limit appearances to groups of 100 or more.
- Please note due to public demand, during the season dates fill up quickly and appearances are subject to availability.
- We hope to assist programs in the community that use Atlanta Dream appearances as an enhancement to a pre-existing program. Therefore, there must be a clear role for the person at the event (ex. reading books, conducting drills, speaking on a specific topic, etc.). It is also important that the person directly impacts the participants in a meaningful way and the person's time is maximized during the event.
- It is highly recommended that your event is NOT centered around an appearance by an Atlanta Dream personality. An appearance should be approached as a complimentary element to your event.

When is your event? Please note the following:

October– April - Most players are out of the country.

May - September - Basketball season. Because of practice schedules, home and away games, players only will make appearances when time permits.

August - Some players are in the Olympics.

September – WNBA playoff's and off-season begin.

Thank you for your support of the Atlanta Dream.

Tameka Garrett

Community Relations Manager

Atlanta Dream Appearance Request Form

(Please print clearly or type. Fill out completely.)

All requests must be made at least four weeks prior to the event.

*Event Date (include day): _____ *Start Time: _____ *End Time: _____

*Name of Requesting Organization: _____

*Type of Organization (Church, Charity, Civic, For Profit, please include 501c (3) form if applicable): _____

*Organization's Address: _____

*Event Name (if any): _____

*Event Sponsor(s) (if any): _____

*Event Location: (Address if different than above): _____

*Please attach directions or include in the event location (above).

*Contact Info: (Who is making the request, email address and contact's name and cell number on day of event): _____

*Atlanta Dream Personality(s) Requested: _____
Budget for Appearance: Specify school/hospital etc., or amount each person is to be paid (if more than one person is requested): \$ _____

*Request / Event Specifics (What you are expecting? For example, topic to be covered, Q & A session, inspirational speech, autograph session etc.): _____

*Audience Size: _____

*Audience Age Range: _____

*E-mail address: _____ *Daytime Phone: _____

Important!

Reminders will be sent from information on this form. Please make certain all information is detailed and legible. Atlanta Dream CANNOT be held responsible if an individual is late or fails to fulfill this request.

Please return completed form to:

Tameka Garrett, WNBA Atlanta Community Relations
83 Walton Street, 5th Floor Atlanta, GA 30303

Fax: 404-954-6666 Phone: 404-604-2626 ext. 6650