



Appearance Policies and Guidelines

Coco the Comet makes regular appearances at CCC events, such as CCC Welcome Week and CCC Athletics events. They can also be found at other numerous campus functions and external community events.

Coco is happy to help your organization with a mascot appearance. If you would like to request Coco for an event, please review the following guidelines, and fill out our [appearance request form](#).

Although Coco loves to shine and bring smiles to as many places as possible, Coco is VERY busy and cannot fulfill every request. Approval of Coco's appearance requests is based on (1) the event's compliance with the appearance guidelines and (2) mascot availability, with priority given to the CCC Marketing team and athletic events. Appearance requests **MUST** be received at least **two (2) weeks in advance** of the event, although **four (4) week advance notice** is preferred.

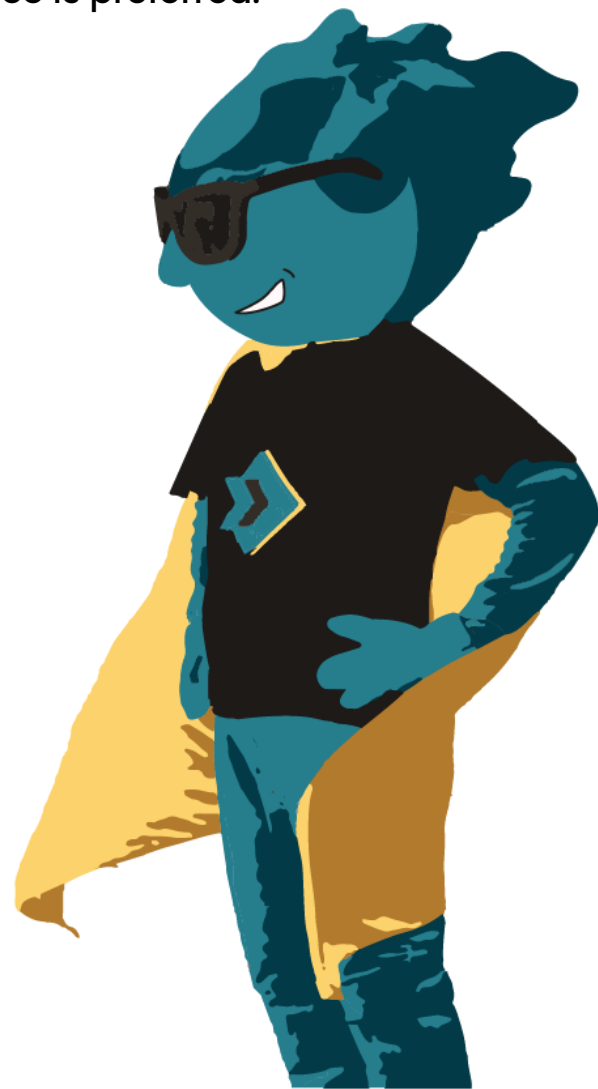
To uphold the CCC mascot standards, only individuals authorized by Coconino Community College may wear the mascot suit and perform as Coco.

Guidelines and Safety

Coco may participate in the following activities:

- Greet Guests
- Pose for Photos
- Sign Autographs
- Other activities at their discretion, as long as their safety and the cleanliness of the suit is NOT compromised.

Coco will not appear at events that are related to politics or of commercial interest to a business entity that is a competitor of CCC's sponsors and partners.



The following convenience **MUST** be provided:

- A Private place (not a public restroom) to change.
- A parking spot close to the event, with a parking pass included, if needed.
- A secure location for their clothes and personal items.
- Drinking water, which must be available at all times.
- A 15-minute break every 30 minutes in a private area. Coco may not be in the suit for more than 30 consecutive minutes at any point during the appearance.
- Accurate directions, location, on-site contact and on-site phone number must be provided.
- The safety of our mascot is of the utmost importance. Coco may excuse themselves from any event where they believe their safety may be compromised, including but not limited to, inclement weather (e.g., rain, hail, or snow).

*Please note: Travel fees may apply for any out of town appearances. If an appearance is a significant distance from Flagstaff and late at night, a hotel room must be provided for the mascot team members. If a hotel room is necessary, you will be informed in an email from our mascot coordinator.

Liability for Suit Damage

In the event that any components of the mascot suit are damaged as a result of negligence or misconduct on the part of a guest or the organization at an appearance, the requesting organization will be responsible for repairs/replacement costs of each damaged item. Repair/replacement cost estimations will be based on an evaluation of the suit at the time of the damage.

Please advise patrons/students not to pull on Coco's cape, head, feet or hands or hit the mascot. **High fives and side hugs are welcomed.*

Photos and Videos

Photos and videos of Coco may NOT be used for commercial or promotional purposes without permission from Coconino Community College's Marketing department. We request that photos posted on Instagram tag Coco, [**@cocothe comet**](https://www.instagram.com/cocothe comet).

Cancellations

In the event that an appearance must be cancelled, please email the Coconino Community College Marketing team at [**coconino@coconino.edu**](mailto:coconino@coconino.edu) with at least a 3 day notice.