

Memorabilia and/or Autograph Request Form

The following information must be provided in order to determine the permissibility of fulfilling each request. Completion of this form does not guarantee the request's approval. ***This form is not to be used for football or men's basketball requests. Refer those requests to hawkeyesports.com-Autograph Policy.***

Your Name (Requester): _____ Phone: _____ Today's Date: _____

Organization: _____ Event: _____ Event Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Your organization is:

- Educational (other than grades 9-12 or junior college)
- Non-Profit/Charitable
- For-Profit/Commercial
- Personal or Other: _____

What is being requested?

Signature on memorabilia provided by requester (describe): _____

OR Signature on a UI item (describe): _____

How should the item be autographed?

Personalized to: _____ If the recipient is unknown (e.g., item is for an auction), a PREAPPROVED AUTOGRAPH CERTIFICATE will be issued instead.

OR Recipient Unknown – Issue Preapproved Autograph Certificate

What signature(s) are being requested?

Coach(es): _____

Student-Athletes: _____ (Restricted – must be preapproved)

How will the individual or organization use the item?

If the item is used for a fundraiser, who will benefit from the proceeds? (Please be as specific and thorough as possible)

Please provide the age and grade of the intended recipient: _____

Final Disbursement of Item:

- Individual/Organization will pick up
- Individual/Organization has paid cost of mailing: \$ _____
- Department has agreed to fund mailing

For Athletics Use Only Athletics Staff Member Handling This Request: _____
Print Name

Request Approved: Yes No (NCAA compliance screening completed)

Certificate Issued: Yes No Date: _____

Personalized: Yes No Date: _____

Notes:

Signature of Athletics Employee Handling Request

Date

Forward completed form and redeemed certificate to the Compliance Office at 301 CHA