



**WEST CHESTER**  
University

# Requesting Rammy

Rammy loves attending all of your special events! Do you want to request Rammy for your next one? Here's how!

## Steps to Request Rammy:

1. Check out [Rammy's calendar](#) for availability.
2. Then, head on over to the [Rammy Request Form](#) where you will input information regarding your event.
3. Once your request is submitted, you will receive an automated email confirming receipt of your request. Please allow 5-7 business days for your request to be processed.
4. Once the request has been processed, you will receive an automated email confirming or declining your event. If the event is accepted and payment is required, you will receive an email with a link to make payment. **Payment needs to be made one week prior to the event for Rammy to appear.**
5. A Spirit and Traditions member will reach out to you 1-2 weeks prior to your event to confirm details!

**If you have any questions, please email [rammy@wcupa.edu](mailto:rammy@wcupa.edu)!**



# RAMS UP!

