



Exeter City Football Club

Player / Staff Appearance Request Form

Exeter City Football Club would be grateful if you could return this form, a minimum of 21 days prior to your event. Whilst every effort will be made to meet your request, due to fixtures and other club commitments, it is not always possible to meet your requirements.

Your Details

Organisation Name:

Contact Name & Phone number:

Email Address for correspondence:

Event details

Day & Date of Event: *(please aim to give 21 days notice)*

Time Requested: From To Dress Code:

Venue: Postcode:

Meeting place Who to ask for

What is expected of the Player/Staff?
.....
.....

Press involvement: YES / NO If yes, give details:
(Please forward a copy of any press reports & photos to to the Training Ground)

Other useful information *(e.g. charity, event history)* :

Who do you want to appear ? *(a rota system is operated at the club, the club cannot guarantee a preferred name)*
.....

Would an alternative player be acceptable? Yes / No

Signed **Date**

Position at organisation

Please return the completed form to:

Matt Higgins, Cliff Hill Training Ground, Clyst St Mary, Exeter, EX5 1DP

Or email to **matt.higgins@ecfc.co.uk**

****** Form required 21 days prior to event ******

For Club use.

Date received :...../...../.....

Request:
Accepted / Refused

Designated Person: Received/...../..... Time.....

Player / Staff Member : Received/...../..... Time.....

Designated Person Received/...../..... Time

Confirmation/Rejection sent by: Date