

## ATHLETE APPEARANCE REQUEST FORM

Requests should be received at least 30 days in advance of the event to leave enough time for distribution/responses.

Submission of this form does not guarantee that an athlete will be attend.

* It is the athlete's responsi	bility to respond to the r			irm or deny any appe	arance requests.	
TODAYS DATE						
YOUR NAME			PHONE F		AX	
YOUR EMAIL						
COMPANY/ ORGANIZATION NAME						
1. ATHLETE(S) REQU	IESTED					
ATHLETE 1	ETE 1 ATHLETE 2		ATHLETE 3	ATHLE	ATHLETE 4	
DROP-DEAD DATE FO	R ATHLETE CONFIR	MATION:				
2. EVENT DETAILS						
DATE	TIME		DATE	Т	IME	
DATE	TIME		DATE	Т	IME	
3. EVENT LOCATION  EXACT LOCATION  EVENT STREET ADDR						
EVENT PHONE NUMB (INCLUDING AREA CODE)	ER(S)					
4. APPEARANCE FEE	E & EXPENSES (SEI		COMPLETE DETAIL	S REQUIRED		
APPEARANCE FEE		amount				
TRAVEL PROVIDED		details require	d			
ACCOMMODATION PR	OVIDED	where, # of nig	hts			
PER DIEM* PROVIDED		amount				
*Expenses may include mea	als and incidentals.					
DESCRIBE THE EVEN	T IN COMPLETE DET	AIL:				
DESCRIBE EXACTLY V	WHAT WILL BE REQ	JIRED OF THE A	THLETE:			
ARE OTHER ATHLETE	S INVOLVED WITH 1	HIS EVENT? Y	ES NO			
NAME (S)						

**SPECIFIC DIRECTIONS TO EVENT:**