



Player/Coach Appearance Request Form

Complete this form in its entirety and return it to the San Jose Earthquakes Community Relations Department a minimum of **five weeks** in advance of the publicity deadline or date of the event itself, whichever comes first.
San Jose Earthquakes 451 El Camino Real, Suite 220, Santa Clara, CA 95050; 408-556-7700 main 408-260-6802 fax

Organization Name: _____ Organization Contact: _____

Address: _____ City, State, Zip Code: _____

Contact Phone: _____ Contact Cell: _____

Contact Fax: _____ Contact E-Mail: _____

APPEARANCE INFORMATION

Date of Event: _____ Event Name: _____

Specific Appearance Request:
 Player Coaching Staff Front Office Staff

Time of Event: _____ Time of Appearance: _____

Location of Event: _____ Estimated Driving Time From Buck Shaw Stadium: _____

Type of Event: Charity _____ Non-Charity _____

Purpose of Event: _____

Description of Individual's Involvement: _____

Expected Number of Attendees: _____ Composition (Adults, children, etc.): _____

Promotion of Event: _____

Will a photographer or media be present?: _____

APPEARANCE APPROVAL (FOR STAFF USE ONLY)

Date Submitted: _____ Date Approved: _____

Requesting Staff Member: _____ Department Head's Approval: _____

Date-of-Event Staff Member: _____ Day-of-Event Phone: _____

Player/Coach/Front Office Staff to Appear: _____

PLEASE REMEMBER TO PROVIDE TYPED DIRECTIONS FROM BUCK SHAW STADIUM