

Huntington Hammer Appearance Request Form

(Please print clearly or type. Fill out completely.)

All requests must be made at least 2 weeks prior to the event.

*Event Date (include day): _____ *Start Time: _____ *End Time: _____

*Name of Requesting Organization:

*Type of Organization (Church, Charity, Civic, For Profit:

*Organization's Address:

*Event Name (if any):

*Event Sponsor(s) (if any):

*Event Location: (Address if different than above):

*Please attach directions or include in the event location (above).

*Contact Info: (Who is making the request, email address and contact's name and cell number on day of event):

*Huntington Hammer Personality(s) Requested:

*Request / Event Specifics (What you are expecting? For example, topic to be covered, Q & A session, inspirational speech, autograph sessionetc.): _____

*Audience Size: _____ *Audience Age Range: _____

*E-mail address: _____ *Daytime Phone: _____

Important!

Reminders will be sent from information on this form. Please make certain all information is detailed and legible.

Huntington Hammer CANNOT be held responsible if an individual is late or fails to fulfill this request.

Please return completed form to:

Veronica Hordubay
Huntington Hammer Marketing Director
311 9th Street
Huntington, WV 25701
marketing@huntingtonhammer.com
304-525-PASS
678-716-9228 fax

Huntington Hammer Internal:

Date Received: _____

Date Approved: _____

Date Phone call made or e mail sent to confirm: _____

Staff or player(S) assigned _____ Date Notified _____