



Player Appearance Request Policy- 2008

The Parramatta Eels are committed to being involved in the local community and are happy to assist in fundraising and the awareness of charitable organisations.

We particularly focus on not for profit organisations within the Parramatta District; therefore the majority of Player appearances scheduled are within the Parramatta Community which includes local Schools, Hospitals and other local charitable organisations.

Requests for the Parramatta Eels Players and/or Coaching Staff to make an appearance at an event must be in writing along with a completed player appearance request form and submitted to the Parramatta Eels Community Relations Department.

Preferences of requests are given in the following order;

1. Local Clubs/Schools that are associated with the Parramatta Eel's Development Program
2. Parramatta Eels chosen Charities
3. Not for profit organisation within the Parramatta District
4. Other not for profit organisations in the wider community

NOTE: Personal appearance requests such as birthday celebrations, weddings, funerals etc will not be considered

Appearance Request Specifications

All requests must be provided in writing on original organisational letterhead and provide all of the following information;

1. Organisation name & important background information of organisation.
2. Name of event & clear description of event including expected numbers to attend.
3. Date, time and location of appearance including parking availability (if location is difficult to find please provide map/directions)
4. Dress requirements (usually players will wear the club polo with jeans unless specified otherwise)
5. Duties to be carried out by player(s) at event e.g. signing session meet and greet etc
6. Provide organisation contact name, number and email address. (Please include contact name and number of contact during the event)
7. Provide information on the type of advertisement/promotion of event e.g. advertisement in local newspaper.

- **All requests must be received at least 6 weeks prior to the event and are to be kept to a maximum duration of 1 hour. An extension of this will be negotiated with the Club once your request has been submitted but there are no guarantees.**

It is recommended that your event does not centre on the expectancy of a Player appearance but should be approached as a complementary component to your program. Due to overwhelming requests and priorities with training schedules and personal commitments many requests are not able to be fulfilled.

Please note that Players are not available at the following times;

- The weeks leading up to the NRL Final Series
- During the off season; this starts as the day following the last match of the season up until mid November
- Season Bye weekends
- The players scheduled day off during the week
- The day before a match and on the actual game day

All requests and completed player appearance request forms are to be forwarded to

Parramatta National Rugby League Club,
Community Relations Department,
PO BOX 2666 North Parramatta 1750 NSW
OR
Email: cr@parraeels.com.au

Requests made over phone, via fax and emailed by unsolicited organisation will not be considered.

Request will remain pending until the weeks training schedule is released which can be as late as two weeks prior to the event date as all requests are organised around training schedules and club commitments.

The decision for the approval of a player appearance request is entirely at the Parramatta Eels discretion and the decision is final; no further correspondence will be entered into.

Note: In order to consider your request you are required to fill out the player appearance request form below and attach it to your organisations letter requesting an appearance.

Player Appearance Request Form

Organisations Name: _____

Sponsor: Yes: No:

Priority: High: Low:

Date of Appearance: ____ / ____ / ____

Number of players required: _____

Time players required: Start: _____ Finish: _____

Location of appearance: _____

Specific dress requirements: _____

Type of promotion: _____

Tasks required: (e.g. Signings; photos; public speaking)

Promotion: Informal: Formal:

Organisations contact: _____

Telephone: _____ Fax: _____

Email: _____

Comments: _____

Please attached any relevant information regarding appearance e.g. maps, background on organisation etc.

NB: All requests must be lodged with Community Relations Department five (5) weeks prior to the appearance. Please be aware that the players training schedule is the priority, however every effort will be made to facilitate the request.

Name: _____ Signature: _____ Date: ____ / ____ / ____