

### Athlete Request Form

<b>Name</b>	
<b>Contact number</b>	
<b>Date request submitted</b>	

<b>Event Information</b>	
<b>Date of event</b>	
<b>Brief description of requirement</b>	
<b>Key brand / event messages</b>	
<b>Location of event</b>	
<b>Event objectives</b>	
<b>Audience details / target market</b>	
<b>Point of contact on day</b>	
<b>Second contact on day</b>	
<b>Would you prefer for IMG contact to be present on the day?</b>	

**Internal**

**External**

<b>Budget</b>	
<b>Budget</b>	
<b>How will payment be made?</b> (cash/flights/airmiles/excess baggage etc.)	
<b>Departmental budget number</b>	

<b>Athlete</b>	
<b>No. of athletes required</b>	
<b>Type of athlete required</b> (Olympic/non-Olympic, current/past, male/female)	
<b>1<sup>st</sup> choice</b> (if known)	
<b>2<sup>nd</sup> choice</b> (if known)	
<b>3<sup>rd</sup> choice</b> (if known)	
<b>Clothing requirements</b>	
<b>Full itinerary of the event</b> (including timing)	
<b>Expected duties</b>	
<b>Media Activity</b>	

<b>Media outlet</b>	
<b>Details of photo shoot, interview, any media coverage</b>	
<b>Name and contact of reporter</b>	
<b>Name and contact of photographer</b>	
<b>Duration of piece</b>	
<b>Date of publication / broadcast</b>	
<b>Branding (eg. branded clothing, backdrops, props, etc.)</b>	

<b>Additional Information</b>

Please send all athlete request forms to:

**Fleur Castle**

[Fleur.castle@imgworld.com](mailto:Fleur.castle@imgworld.com)

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