



# AMCA EVENT PROGRAMME DETAILS & POSTER ORDER FORM

AMCA Events, Unit 28, Navigation Way, Cannock, Staffs, WS11 7XU E: office@amca.uk.com T: 01543 466282 F: 01543 466283

Please complete this form for your event and return it to the office no later than **TWO WEEKS** before each event.

DATE OF EVENT: \_\_\_\_\_

ORGANISING CLUB: \_\_\_\_\_

VENUE: \_\_\_\_\_

Office Use Only

AUTH. \_\_\_\_\_

TROPHIES \_\_\_\_\_

TEXT \_\_\_\_\_ EMAIL \_\_\_\_\_ WEB \_\_\_\_\_

## EVENT INFORMATION

EVENT TITLE: \_\_\_\_\_

VENUE POSTCODE: \_\_\_\_\_

GRID REFERENCE: \_\_\_\_\_

BY KIND PERMISSION OF: \_\_\_\_\_

EVENT SPONSOR : \_\_\_\_\_

**DIRECTIONS:** Please include nearest motorways or main road junctions, and include where signposted from:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## OFFICIALS

EVENT SECRETARY: \_\_\_\_\_

TEL NO. FOR ENTRIES: \_\_\_\_\_

CLERK OF COURSE: \_\_\_\_\_

CHIEF MARSHAL: \_\_\_\_\_

COURSE MARSHAL: \_\_\_\_\_

TRAVELLING MARSHAL: \_\_\_\_\_

TIME-KEEPER: \_\_\_\_\_

STARTER: \_\_\_\_\_

FINISHER: \_\_\_\_\_

PRE-RACE INSPECTORS: \_\_\_\_\_

ANNOUNCER: \_\_\_\_\_

STEWARD 1: \_\_\_\_\_

LICENCE NUMBER: \_\_\_\_\_

STEWARD 2: \_\_\_\_\_

LICENCE NUMBER: \_\_\_\_\_

FIRST AID COMPANY: \_\_\_\_\_

## PROGRAMME INFORMATION

SIGN ON START TIME: \_\_\_\_\_

PRACTICE START TIME: \_\_\_\_\_

RACE START TIME: \_\_\_\_\_

PROGRAMME ANNOUNCEMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRACTICE ORDER:** Please write your preferred practice order.

**RACE ORDER:** Please write your preferred race order. If race sponsors are being used, please write these next to the class name. Race orders will be confirmed if necessary once entry numbers are known:

**ADVERTS:** Please forward us any adverts you require in your programmes. They should be in a ready to print, A5 mono format, unless a different size is required, then please state the size. Recommended prices are:

FULL PAGE: £35

HALF PAGE: £20

QUARTER PAGE: £10

**NUMBER OF PROGRAMMES TO ORDER:** see charges attached: \_\_\_\_\_

Programmes will be despatched by carrier on a Wednesday prior to your event and you should receive the delivery on a Thursday/Friday. Please state below the name and address for delivery. The parcel will also include your wristbands and signing on sheets. Please bear in mind that the parcel will have to be signed for.

**DELIVERY DETAILS**

CONTACT NAME: \_\_\_\_\_

CONTACT TEL No. FOR DELIVERY \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
POSTCODE: \_\_\_\_\_

**EVENT ADVERTISING/PROMOTION.** All fixtures are advertised on the AMCA website and in TMX news. Please supply any additional information you would like us to advertise about your event - eg, Special classes or championships, charity events, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please supply details of suitable headcam footage of your track, which we will upload on the fixture page of the website.

<http://www.youtube.com/> \_\_\_\_\_

Photos of your track can be emailed to [office@amca.uk.com](mailto:office@amca.uk.com) for use on the website.

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**PROMOTIONAL POSTERS**

PROMOTIONAL POSTERS ARE AVAILABLE FROM THE OFFICE FOR £5 PER 20 POSTERS (including VAT and delivery). PLEASE TICK IF YOU WOULD LIKE SOME POSTERS DELIVERED, AND IF YES, PLEASE STATE QUANTITY IN MULTIPLES OF 20..

YES     NO    QUANTITY in multiples of 20: \_\_\_\_\_