**Mid West Yorkshire Centre - Rally Details – Name of Rally**

Dear Rally Marshals,

Please can you check and update the information in the table below (ensuring that all fields marked ‘Required’ are completed) and return to me, either to my home address or ideally via email, no later than 15th October please.

Please ensure that details have been entered for ALL items which are marked ‘Mandatory’.

Please put any amendments or additions in the right hand column, so I can see what’s changed.

Please contact me if I have sent you a paper copy and you would prefer to receive an emailed version.

Thank you for all your time and effort in advance

| **Item** | **Current Value** | **Mandatory or Optional** | **Enter New Value Here**(if different) |
| --- | --- | --- | --- |
| Record ID |  | N/A | Do not change |
| Rally Name |  | Mandatory |  |
| Start Date  |  | Mandatory |  |
| Start Time  |  | Mandatory |  |
| End Date  |  | Mandatory |  |
| End Time  |  | Mandatory |  |
| Venue Name |  | Mandatory |  |
| Venue Town |  | Mandatory |  |
| Venue County |  | Mandatory |  |
| Venue Post Code |  | Mandatory |  |
| Venue Grid Reference |  | Optional |  |
| Land Owner  |  | Mandatory |  |
| Directions  |  | Mandatory |  |
| Attractions  |  | Mandatory |  |
| Payment Info |  | Mandatory |  |
| Other Info  |  | Optional |  |
| Venue Contact Name  |  | Mandatory |  |
| Venue Contact Address |  | Mandatory |  |
| Venue Contact Post Code  |  | Mandatory |  |
| Venue Contact Phone No  |  | Mandatory |  |
| Venue Contact Mobile  |  | Optional |  |
| Venue Contact Email  |  | Optional |  |
| Social Contact Name  |  | Optional |  |
| Social Contact Address |  | Optional |  |
| Social Contact Email |  | Optional |  |
| Social Contact Post Code |  | Optional |  |
| Social Contact Phone No |  | Optional |  |
| Social Contact Mobile |  | Optional |  |
| Booked By  |  | Mandatory |  |
| Marshals Name  |  | Mandatory |  |
| Marshals Address |  | Optional |  |
| Marshals Post Code  |  | Mandatory |  |
| Marshals Phone  |  | Mandatory |  |
| Marshals Mobile  |  | Optional |  |
| Marshals Email  |  | Optional |  |
| Assistants 1 Name  |  | Optional |  |
| Assistants 1 Phone  |  | Optional |  |
| Assistants 1 Mobile  |  | Optional |  |
| Assistants 1 Email  |  | Optional |  |
| Assistants 2 Name  |  | Optional |  |
| Assistants 2 Phone  |  | Optional |  |
| Assistants 2 Mobile  |  | Optional |  |
| Assistants 2 Email  |  | Optional |  |
| Rally Fee  |  | Mandatory |  |
| Deposit  |  | Mandatory |  |
| Pitch Fee (to landowner) |  | Mandatory |  |
| Number of Free Pitches  |  | Mandatory |  |
| Van Limit  |  | Mandatory |  |
| Vans Expected |  | Mandatory |  |