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TO: HOME AD
CC: HOME HD
VISITOR AD
VISITOR HD
ASSIGNOR
ALL CREW

Subject: 2026 GAME NOTICE – FOOTBALL OFFICIATING ASSIGNMENT

Hi (HOME AD'S NAME),

Our crew has been assigned to work a football game/s on (DATE).

Kickoff is schedule for (TIME). Our crew will arrive at the stadium NLT (TIME).

Officiating Crew Members:

- **R:** NAME - AOA #
- **U:** NAME - AOA #
- **H:** NAME - AOA #
- **L:** NAME - AOA #
- **B:** NAME - AOA #

*** Please confirm the following:

1. Point of Contact (POC) mobile number due to any emergency en-route to your location.
2. Designated parking area.
3. Security (PD/SRO/SO) for (PRE-GAME/HALFTIME/POST-GAME).
4. Dressing facilities (SHOWERS/TOWELS).
5. Pre-game meal provided & (DRINKS/FOOD/SNACKS).
6. Game Day Activities (PRE-GAME/HALFTIME/POST-GAME).

If you have any questions concerning this matter, please do not hesitate to contact me at (PHONE NUMBER).

Regards,
(NAME)
(EMAIL)
(MOBILE PHONE)