



SPECIAL EVENT SANCTION REQUEST FORM

Completing This Form

1. This form must be completed **in full** and submitted to the BC Hockey office at least **7 to 10 business days** prior to the start of the scheduled event.
2. Type into the fields on the form.
3. To prevent delays in processing, please make sure to complete all fields and include a **full description** of the event.
4. Submit the form to the BC Hockey office by email, fax or regular mail.
5. The processed form will be returned to your MHA President, Junior / Senior Team President or MML Manager who will review it and return it to the contact person listed on this form.

PART 1 MEMBER INFORMATION		
TEAM NAME	ASSOCIATION	
ADDRESS: NUMBER AND STREET	TOWN / CITY	POSTAL CODE
CONTACT PERSON	EMAIL	PHONE NUMBER
POSITION WITHIN MHA OR TEAM		

PART 2 EVENT INFORMATION	
TYPE OF EVENT	IF OTHER, PLEASE LIST HERE
DATE(S) AND TIME(S) OF EVENT	
LOCATION OF EVENT	
ADDRESS OF EVENT	
DESCRIPTION OF EVENT (PLEASE INCLUDE DETAIL)	

Submitting this request:

1. If you have an email service installed on your desktop, such as Microsoft Outlook or Outlook Express, please click the submit button. An email will open with the completed form included as an attachment.
2. If the above does not work or you use a web-based email service provider such as Yahoo or Gmail, please save the completed request form to your desktop, attach it to an email, and send the email to: specialevents@bchockey.net.
3. You may also print the completed form and fax or mail it to the BC Hockey office.

BC HOCKEY USE ONLY

Unable to Process Approved Denied Date: _____

Explanation:

Reference Number: