

# Match Programme for the Irish Hockey League

The match program inserts will be filled out and inserted into the Official Programme Covers by the Home Team:

## Key Information

- Inserts are A5 size, when folded to fit neatly into programme cover.
- Inside pages to contain the squad and management details for each team, the umpires and Technical Officer. The team sponsors logo can also be included
- Pool Tables and next rounds are to be updated after each round which are also shown on the inside pages as per the template
- Clubs may add extra pages to the programme if required or use the remaining spaces as they so wish for example: Club President's message / branch message / notice about events within the club / sponsor messages / adverts or logo and so on.
- There is also an added template included to assist you for printing on the back side of the insert. Suggested content is included however the club may use these free spaces as they see fit (after printing the first page i.e. with the teams & league tables turn the page over and reprint with the second template).

## Timeline to Assist:

- Each communications officer will be sent a quota of programme covers at the start of the season which should last for the five rounds, if you require more please just ask!
- Monday before the game Away Team to provide list of 18 to home club
- Tuesday Katie will email each club an updated insert with league table update
- Wednesday before produce match programme insert as per template
- Thursday print match programme inserts and staple into covers to produce finished programme
- Your club can include any other items you require on the spare two pages (i.e. message from club president / sponsors messages / details about events in club and so on.)

If you run out of programme covers please contact the IHA office ASAP to allow time for collection / delivery.