CHECKLIST

Contacting Gargrave AFC checklist

- [ ] Choose email, social media or match day based on how detailed your question is
- [ ] Check recent social media posts for answers before you send a message
- [ ] Write a clear subject line and include your name in the opening sentence
- [ ] Mention what you need and any relevant background in a few short sentences
- [ ] Wait a few days for a reply during the week
- [ ] Follow up with a polite reminder if you haven't heard back after a week
- [ ] Try a different contact method if one isn't working
- [ ] Turn up to a home game and ask in person for urgent or complex questions