



MEDIA GUIDE FOR VISITING TEAMS

**2025/26
VERSION 01**

FOREWORD

Dear Visiting Club,

We are looking forward to your visit for our upcoming fixture at Hornchurch Stadium. In preparation for your visit, please find enclosed our guidance for your media team and local press.

If you have any further questions, please contact us on matchday@hornchurchfc.com.

Kind Regards,
Jordan Newman

Hornchurch FC Media Team

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IMPORTANT INFORMATION

Media Team Passes

Please submit your media team list no later than 24 hours prior to the fixture to our secretary and/or matchday@hornchurchfc.com

If you require parking, please include the registration plate number with the name. We will aim to facilitate the request, however due to the size of our car park, we would request you arrive no later than 1.30pm for Saturday fixtures or 6pm for midweek fixtures.

We allow five passes for the opposing team per match day. Any other external press not directly involved in the media team should submit a separate request via email to matchday@hornchurchfc.com

Gantry Access

We have a TV gantry which is located above the director's box which has space for a maximum of four opposition media team members. Please note that this may be reduced to one member subject to league partners, such as DAZN, BBC Radio. This will be advised in advance where possible.

This gantry has a Wi-Fi router, a 13A power supply and a three-phase power supply.

If you require access to the gantry for filming and/or commentary, we must be notified in advance no later than 24 hours prior to the fixture with the number of personnel required.

You will be pleased to know that the gantry is covered!

Press Box

Alternatively, we have a press box located in the Rom Valley Glass & Glazing Stand which can be found on the other side of the stadium. Please note there is no power or Wi-Fi facilities in this area.

Photography Requests

If your photographer is unable to attend the game, we are happy to share our images with you. However, we ask that you request permission prior to use and credit our club photographer Peter Trinder.

Please note that these photos are for club use only and cannot be used by external media without prior permission.

All our photos can be found on our Flickr site here; <https://www.flickr.com/photos/147775576@N05/albums/>

Interview Backdrop

All clubs are welcome to use the interview backdrop found in the press room by the changing room. We have a dedicated lighting rig set up.

Pitchside Access

We will allow pitch side access to all media teams, providing they always wear their high-visibility vest. We would ask that media teams be mindful of where they position themselves in order not to block the view from the stands.

All photographers/ videographers must have the National League license. We will check this against the National League register before the match.

Football Webpages

As the home club, we operate Football Webpages for our fixtures.

Veo Cameras

We recommend that all Veo cameras are located in front of the Rom Valley Glass & Glazing Stand.

STADIUM MAP

