



EVENT AUTHORIZATION FORM

1. Member requesting authorization: _____
Email: _____ Form Submittal Date: _____
2. Title of Event: _____
3. Event Date; start and end times: _____
4. Event Location: _____
5. Organization hosting event: _____
6. Event description and purpose of participation (attach event flyer if available):

7. Attendee registration required? Yes No
Attendee registration fee? Yes No (If yes, amount: \$_____)
8. Promotional materials planned or required (please list and/or attach): _____
9. Funds required: \$_____; Costs breakdown: _____

(Use additional sheets of paper if necessary)

Completed Authorization Form must be submitted in advance of the event.

(A minimum of 60 days is recommended.)

Submit form to TCRA Association Executive Beverly Vincent, at bjvincent@thurstoncountyrealtors.org

Executive Committee Approval Date: _____ (to be completed by AE)