

Application for Moderator and/or Meeting Financial Support

1. Date application was submitted to the S.E.C. Education Foundation: _____

Is this request for Moderator Support? Yes _____ No _____

Is this request for Marketing Session Financial Support? Yes _____ No _____

2. Name of Group: _____

3. Contact Person: _____ Phone: _____

Email Address: _____

4. Scheduled Date of Event: _____ Time: _____

City: _____ State: _____

5. Do you have a specific Ed Foundation approved Moderator selected? Yes _____ No _____

If Yes, who is it? _____ Have they agreed? Yes _____ No _____

If No, do you want the Ed Foundation to select moderators for you? Yes _____ No _____

6. Do you have a venue selected? Yes _____ No _____

7. How many attendees do you anticipate? _____

8. Have you held a similar meeting in this region previously? Yes _____ No _____ If yes when, and how many people attended? _____

9. In addition to promoting the event via the S.E.C. Real Estate Observer, and via the S.E.C. database, do you have additional local resources for promotion? Yes _____ No _____

If yes, what are they? _____

10. Do you have any local sponsors for the event? Yes _____ No _____

If yes, what are they willing to contribute?

11. In the event you are requesting financial support from the S.E.C. Education Foundation, please indicate the maximum amount of financial support requested: \$ _____

12. How would the funds be used? _____

CHECKLIST

MODERATOR SUPPORT

Please include the following for Moderator Support:

- _____ Copy of the Marketing Meeting Promotional Flyer (or past meeting flyer)
- _____ Marketing Meeting Attendee Fee (if applicable)

CHECKLIST

MARKETING MEETING FINANCIAL SUPPORT APPLICATION

Please include the following if Requesting Marketing Meeting Financial Support:

- _____ Copy of meeting room rental and/or minimum food & beverage requirements
- _____ Food & Beverage menus with prices
- _____ List of AV Equipment requested & price list from venue
- _____ Copies of any contractual obligations or deadlines with the venue
- _____ Projected Budget (attached)

Please indicate below if you have additional questions or are including information not covered above: