



## 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, at [exec@thurstoncountyrealtors.org](mailto:exec@thurstoncountyrealtors.org)

**Executive Committee Approval Date:** \_\_\_\_\_ (to be completed by AE)