



TREPAC, Texas REALTORS®  
Political Action Committee

## Event Planner Form

Date of event

Event description (event flow, rules, method for raising money for TREPAC, etc.)

Event name/theme

Event type

- ☐ Fundraiser
- ☐ Education
- ☐ Major Investor
- ☐ Investor Appreciation
- ☐ Board Sponsored Event
- ☐ Other (specify)

Invitation type

- ☐ Hard copy
- ☐ Digital (Suggested)
- ☐ Phone/Personal invite

Food

- ☐ None
- ☐ Light snacks
- ☐ Heavy hord-duvres
- ☐ Buffet meal
- ☐ Full table service

Beverages

- ☐ Non-alcoholic
- ☐ Cash wine/beer bar
- ☐ Full cashn bar
- ☐ Ticketed wine/beer \*
- ☐ Ticketed full bar \*
- ☐ Open wine/beer
- ☐ Open full bar

(\*ticketed = limited to guest drink tickets)

Fundraising activities

- ☐ Live auction
- ☐ Silent auction
- ☐ Skill-based auction
- ☐ Other (specify)

Venue

Suggested Alternate Venue Ideas

Target Invitees

# Invited

# Attended

VIPs/Politicians

Decor details (Suggest attach photos from event)

Vendors

Equipment Rental

Agenda Guest speakers (Suggest attach agenda)

VIP guests

## Budget

Positive proceeds

\$

\$

\$

Sponsors

Ticket sales

Gross Profits

Costs

\$

\$

\$

Venue

Food

Beverage

Net proceeds

\$

\$

\$

Corporate

Individual

Other

Date of submission

Region

Board size

Trustee(s)

Event Chair/Organizers

(including names, roles and total number of all event planners and volunteers)

Contact information

Name

Email

Phone

Cell

Ticket sales

\$

\$

Individual

Team

\$

\$

Decor

Other

Post-event discussion

(ideas for improvement, notes, etc. Attach additional page if necessary)

