**2025 Local Board RIAC Request Form for Political or Candidate Forums**

Please complete the request form with as much detail as possible and signed by all parties. **This form is due on the 15th day of the month PRIOR to your event taking place.** (Ex: if your event is in December, this form is due no later than November 15th, but you can always submit it before the deadline). RIAC meets the first Wednesday of every month. RIAC will only accept fully completed request forms.

Submit this request form via email to: [Advocacy@garealtor.com](mailto:Advocacy@garealtor.com).

Association Name: ***AMOUNT REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Association Executive: Phone: E-mail:

Board President: Phone: E-mail:

RPAC/Gov. Affairs Chair: Phone: E-mail:

* Type of Event:
* Event Date/Time:
* Location:
* General description of event (including how many REALTOR members you expect to attend):
* Will local or state issues be discussed? If so, what issues?
* Please list the elected officials or candidates for public office that will be invited to attend this event:
* Will you be partnering with other associations or business groups to host this event?
* Will this request form be submitted within 15 days of the planned event? Yes or No
* Has the board requested funds for this event in previous years?
* If so, when? If so, how much?
* Please describe the success of the previous event:

|  |  |
| --- | --- |
| **Expected event expenses** |  |
| Food/Beverage | $ |
| Venue | $ |
| Entertainment | $ |
| Other (please specify) e.g. decorations, prizes, printing | $ |
| **Total expected expenses from event:** | $ |
|  |  |
| **Anticipated funds to pay for expenses** |  |
| Sponsorships | $ |
| RIAC Grant Requested | $ |
| Board funds | $ |
| Other (please specify) | $ |
| **Total anticipated funds to pay for expenses:** | $ |

The undersigned confirm that the information contained in this application is accurate to the best of their knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Local Board President Signature of Local RPAC Chair Signature of Local Board AE

**NOTES:**

* In order to be eligible to submit future RIAC requests, you must complete the [Georgia RIAC Event Evaluation Form](https://garealtor.com/wp-content/uploads/2022-GA-RIAC-Event-Evaluation-Form.docx) and return it to GAR **within 30 days** after the event. Future requests will be rejected if you have outstanding event evaluations.
* If there are any unspent RIAC funds, return them to GAR via EFT with an explanation.