# Georgia RIAC Grant Support – RPAC Event Evaluation Form

 This form is due within 30 days of your event taking place to Advocacy@garealtor.com

|  |  |  |  |
| --- | --- | --- | --- |
| **Association Name** |  | **Date** |  |
| **Association Executive/CEO** | **Email:** |  | **Phone:** |  |
|  |
| **Association President** | **Email:** |  | **Phone:** |  |
|  |
| **Association RPAC Chair** | **Email:** |  | **Phone:** |  |
|  |

**EVENT DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name**  |  | **Event Date** |  |
| **Location**  |  | **Attendance** |  |

|  |  |
| --- | --- |
| **Amount requested from RIAC** |  |
| **Goal you set for the event** |  |
| **What factors do you attribute to reaching your goal or not reaching your goal?** |  |
| **Would you host this event again?** **Why or why not?**  |  |
| **Is there anything you would change or recommend?** |  |
| **Would you recommend this event to other local boards?**  |  |

|  |
| --- |
| **Additional Comments:** |

 **EVENT RESULTS**

|  |  |
| --- | --- |
| **Actual Amount of RPAC Investments** |  |
| Ticket sales | $ |
| Other ticketing options (table purchases, VIP tickets, etc.) | $ |
| Auction item purchases \*\* | $ |
| Other (please specify) | $ |
| **Total of Investments** | $ |
| **Actual Event Expenses**  |  |
| Auction Items | $ |
| Other (please specify) e.g. decorations, prizes, printing | $ |
| Entertainment | $ |
| **SUBTOTAL (of the above three)** | $ |
| Venue | $ |
| Food/Beverage | $ |
| **Total Expenses of the Event** | $ |
| **One Third Rule\*** |  |
| **TOTAL INVESTMENTS** | $ |
| **SUBTOTAL** | $ |
| **If TOTAL INVESTMENTS are 3X the SUBTOTAL 1/3RD will be met** |  |
| **Funds Acquired to Pay Expenses** |  |
| Sponsorships | $ |
| RIAC Grant Requested | $ |
| NAR RPAC Fundraising Grant Requested | $ |
| Board funds | $ |
| Other (please specify) | $ |
| **Total Funds Used to Pay Expenses** | $ |