



GEORGIA REALTORS® PRESIDENT MEETING REQUEST

This form is designed for requesting the GAR President to attend a local board / association function or event. The President term of office coincides with the NAR REALTORS® Conference and Expo (November – November). Forms may be submitted prior to the President taking office for any events taking place during their year as President. If the President is unable to honor an event request, GAR will offer alternatives for the local board / association to contact (*ie – Regional Director, GAR CEO, other Line Officers, etc*).

Completion and submittal of this request does not guarantee the President's attendance at your meeting/event. To expedite your request, complete the entire form and return to Christy Conway, Association Administrator via email cconway@garealtor.com or fax to 770/458-6992. Questions regarding this form should be directed to Christy Conway.

A separate form is required for each event.

Requester's Name:

Title:

Today's Date:

Association/Department Name:

Address:

City:

State: Zip:

Business Phone:

Business Fax:

Email Address:

Event Name:

Type of Event (check one box):

Awards Ceremony Leadership Conference

Board of Directors Business Meeting Other:

I. PRESIDENT REQUEST INFORMATION

President Requested ***USE MOUSE FOR BOX SELECTION.***

President

Is spouse/significant other invited? Yes No

Exact date(s) the President is expected to participate:

From:

To:

Time:

Will the President need to arrive the night before? Yes No

II. MEETING/EVENT SPECIFICS

Please provide a map of directions to the facility / event.

Name of facility where meeting is being held:

Address:

City:

State:

Zip:

Phone:

Location is a... (check one box):

Hotel Convention Center Board Office Other

III. SPEAKER LOGISTICS

A separate form is required for each event requested

What is the President's specific role at this function? (Check all that apply.)

Keynote Speaker
 Moderator

Installation of President
 Instructor

Panelist
 Other: If so, what?

IF THE PRESIDENT WILL BE SPEAKING AT THIS EVENT PLEASE COMPLETE THE FOLLOWING:

Speech Topic: GAR Update

Time of remarks:

Approximate length of remarks: 15-20 minutes

Are there any specific issues and/or concerns that your Board/Association would like addressed? YES NO

If so, please specify:

If the President will participate on a panel or forum, please list all participants.

Is a PowerPoint presentation expected? YES NO

Will the President participate in a Question and Answer session following the presentation? YES NO

Will the President introduce another speaker? YES NO

If yes, please submit the speaker's biographical information with this form.

Audience (Please check all that apply):

REALTORS®
 Other

Association Executives

Politicians (local, state, national)

Audience size (Please check one):

25-50
 176-200

51-100
 +200

101-175
 Other

IV.
CONTACT INFORMATION (IF DIFFERENT THAN LISTED ABOVE)

Contact Name: [] Title: []
Association/Department Name: []
Email Address: [] Event Name: []
Address: []
City: [] State: [] Zip: []
Business Phone: ([]) [] Business Fax: ([]) []

V.
LODGING/GROUND TRANSPORTATION/AIRLINE INFORMATION

✓ **GAR coordinates and is responsible for the cost of lodging and transportation with the exception of ground transportation from the airport. Should the President fly to the event the Board is responsible for ground transportation from the airport.**

1. Lodging Recommendation

If the President needs to arrive the night before or stay the night of the event please provide a recommended hotel. GAR will be responsible for making the reservation.

Hotel: []
Address: []
City: [] State: [] Zip: []
Phone: [] Fax: []
Room Confirmation Number: []
Arrival Date: [] Departure Date: []

2. Ground Transportation

Please complete the following:

Is the President being picked up by a member of your Board/Association? YES NO

If Yes, Name [] Cell phone number []

Name of Transportation Company *(Mode of transportation should be sedan)*

[]
Address []
City [] State [] Zip []
Phone ([]) [] Fax ([]) []
Confirmation # []

Driver Name []

Driver or Auto Cell Phone ()

Where will the driver meet the President?

3. Flight Information

- ✓ Flight Information, if applicable, will be provided once the President's attendance has been confirmed; GAR coordinates this information.

VI. MISCELLANEOUS

City Climate/Weather: Day

Night

MEETING DRESS CODE

Men's attire for various events

- Business (dark suit)
- Business casual (blazer, polo shirt, slacks, polo shirt)
- Resort Wear (lightweight blazer, polo shirt, slacks)
- Casual (blue jeans acceptable)
- Cocktail (dark suit)
- Black Tie (tuxedo, dark suit)
- Other

Women's attire for various events

- Business (dark suit)
- Business casual (Blazer/Sweater, skirt, slacks, blouse)
- Resort Wear (lightweight blazer, polo shirt, slacks)
- Casual (blue jeans acceptable)
- Cocktail (knee length cocktail dress, business dress, dress suit)
- Black Tie (cocktail and/or black dress, floor length gown)
- Other

Provide any questions or comments below.

Please review all information to make certain the six applicable sections are completed. Allow 3–5 working days for your request to be processed. After that time you may contact the Meetings Department to inquire on the status.

Christy Conway, Association Administrator
 Georgia Association of REALTORS®
 3200 Presidential Drive; Atlanta, GA 30340
 Phone: 678-597-4129 Fax: 770-458-6992
 Email: cconway@garealtor.com