



S.E.C. Education Foundation

A 501 (c) (3) Affiliate of the Society of Exchange Counselors
www.secedfoundation.com

Application for Moderator and/or Meeting Financial Support

1. Date application was submitted to the S.E.C. Education Foundation: _____

Is this request for Moderator Support? Yes _____ No _____

Is this request for Marketing Session Financial Support? Yes _____ No _____

2. Name of Group: _____

3. Contact Person: _____ Phone: _____

Email Address: _____

4. Scheduled Date of Event: _____ Time: _____

City: _____ State: _____

5. Do you have a specific Ed Foundation approved Moderator selected? Yes _____ No _____

If Yes, who is it? _____ Have they agreed? Yes _____ No _____

If No, do you want the Ed Foundation to select moderators for you? Yes _____ No _____

6. Do you have a venue selected? Yes _____ No _____

7. How many attendees do you anticipate? _____

8. Have you held a similar meeting in this region previously? Yes _____ No _____ If yes when, and how many people attended? _____

9. In addition to promoting the event via the S.E.C. Real Estate Observer, and via the S.E.C. database, do you have additional local resources for promotion? Yes _____ No _____

If yes, what are they? _____

10. Do you have any local sponsors for the event? Yes _____ No _____ If yes, what are they willing to contribute? _____

11. In the event you are requesting financial support from the S.E.C. Education Foundation, please indicate the maximum amount of financial support requested: \$ _____

12. How would the funds be used? _____

CHECKLIST
MODERATOR SUPPORT

Please include the following for Moderator Support:

- _____ Copy of the Marketing Meeting Promotional Flyer (or past meeting flyer)
- _____ Marketing Meeting Attendee Fee (if applicable)

CHECKLIST
MARKETING MEETING FINANCIAL SUPPORT APPLICATION

Please include the following if Requesting Marketing Meeting Financial Support:

- _____ Copy of meeting room rental and/or minimum food & beverage requirements
- _____ Food & Beverage menus with prices
- _____ List of AV Equipment requested & price list from venue
- _____ Copies of any contractual obligations or deadlines with the venue
- _____ Projected Budget (attached)

Please indicate below if you have additional questions or are including information not covered above: _____

INCOME & EXPENSE PROJECTIONS & BUDGET

Group Name & Location of Marketing Session:

INCOME	Projected	Worst Case	Best Case	Actual Income**
Anticipated Attendance				
Fee per Attendee				
Potential Attendee Income				
Potential Sponsor Income				
Total Projected Income:				

EXPENSES	Projected	Worst Case	Best Case	Actual Expenses**
Moderator Fee:				
Transportation:				
Lodging:				
Meeting Book/Printing:				
Food & Beverage Costs:				
Advertising/Marketing:				
A/ V Equipment:				
Continuing Education Fees:				
Misc. (Room Rental)				
Total Expenses:				
Projected Profit or Loss				

**** To be filled out after presentation**