



Invitation for Women's Council of REALTORS® California State Officer

Chapter/Business Resource Group Name:	
Type of Event:	
Date(s):	Invited Officer:

EVENT LOCATION

HOTEL INFORMATION

Facility:	Hotel Name & Phone:
Address:	Address:

AIRPORT INFORMATION

Airport closest to event location:	Travel time to/from airport?:
Date and time President or Officers should <u>arrive</u> at your event:	
Date and time President or Officers will be free to <u>leave</u> your event:	

LIST ALL EVENTS AT WHICH PRESIDENT WILL SPEAK (i.e.: luncheon, opening session, workshop, etc.).

Copy this page as needed

Event:	Event:
Date/Time:	Date/Time:
Topic:	Topic:
Time allotted for talk:	Time allotted for talk:
Audience:	Audience

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If this is a business resource meeting, or special event will the officer be installing incoming officers?:
What other national or state officers will be attending these events?:
What other events will the President attend during her visit?:
The State President travels to meet Women's Council members and to promote Women's Council to other REALTORS®. With this in mind, what other occasions will the President have to meet or participate with other state and/or national leaders? Please indicate functions with dates and times:
Share any additional information, which you feel, will be helpful in planning the President/Officers travel. (i.e. attire, weather)

OFFICIAL HOST DURING VISIT

Name:	Phone:
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CONTACT PERSON (This will be the person state admin & the officer contacts with questions prior to event.)

Name:	E-Mail:
Address:	Phone:
City, State,	Cell Phone:

Today's Date:

Please Email completed invitation to: Admin@wcrca.org