

# Pop Up Event

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## REQUEST FORM

Pop-Up events are non-branded, activity-based events open to all members of the Seacoast Board (realtors and affiliates alike). Events are coordinated by you and marketed by the Seacoast Board. You are responsible for planning for the event, but this does not mean you are responsible for paying for it. Each attendee may pay for themselves

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please describe your Pop Up Event

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Date: \_\_\_\_\_ Time start: \_\_\_\_\_ Time end: \_\_\_\_\_

Location: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cost(if applicable): \_\_\_\_\_

Equipment(if applicable): \_\_\_\_\_

Additional info (co-hosts, themes, instructions for attendees)

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When you are ready to begin advertising your Pop Up, send this completed form to [membership@seacoastboard.com](mailto:membership@seacoastboard.com). We will create a flyer and send it to you for approval. If approved, the flyer will be scheduled to be sent out at the next available time.

All Pop-Up attendees will be instructed to RSVP by replying to the broadcasted flyer email. All replies will then be forwarded to the email provided above.

Questions? Please call 603-433-9990