

BROKER BRIEFING REALTOR® LUNCHEON FORM

Replace the red text below with your information and “save as” to your computer. Then email this MS Word document as an attachment to BPilon@wrar.com. (Or, after you’ve entered your information, you can copy and paste it into your email to BPilon@wrar.com.)

PLEASE DO NOT ASSUME THAT YOUR INFORMATION WAS RECEIVED. CALL BRIAN AT 762-9050 TO ENSURE THAT YOUR INFORMATION GETS ADDED BEFORE BROKER BRIEFING GOES OUT IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION. WE RESERVE THE RIGHT TO EDIT YOUR LUNCHEON DESCRIPTIONS IF THEY BECOME LENGTHY.

Three to four lines at the most, please.

IMPORTANT: The following items **MUST BE** included with your luncheon requests in order for your request to be posted in the briefing.

- **MLS # for the property**
- **PRICE of the property**
- **CATERING INFO/MENU of food being provided**

The deadline for submissions is at **4:00p.m each Friday** for the next week’s edition of Broker Briefing. **Only submit luncheon forms for the upcoming week.** Thank you!

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|--------------------------|---|
| Date: | Enter day and date |
| Price & MLS#: | Enter the Price & MLS# |
| Address: | Enter Address |
| Agent Name: | Enter Agent Name / Company |
| Directions: | Enter directions |
| Hosted By: | Enter host |
| Hours: | Enter hours |
| Description: | Enter luncheon caterer/menu info & property description |