



# *The Imperial Court of All Oklahoma, Inc.*

## Event Proposal

**Proposed Location:**

**Proposed Date:**

**Event Details (Name / Description / Budget):** Please list detailed event notes: Who are Emcees? DJ? Lineup Person? Will there be an Auction table?

**Charity Name(s):**

ICAO & Reign XV Charities

**How will the funds be divided? (Example: 100%, 75/25, Other)**

**Participant(s):**

<b>Contact Information for Coordinator(s) REQUIRED:</b>		<b>Monarch Approval:</b>
<b>Host 1 (Print Name):</b>	<b>Host 2 (Print Name):</b>	<b>Approving Monarch (Print Name):</b>
<b>Signature:</b>	<b>Signature:</b>	<b>Signature:</b>
<b>Email:</b>	<b>Email:</b>	<b>Date Received:</b>
		<b>APPROVED    DENIED</b>
<b>Phone:</b>	<b>Phone:</b>	<b>Denial Reason:</b>

### **IMPORTANT**

Form **MUST** be submitted to the Board of Directors a minimum of four (4) weeks prior to proposed event date and approved by the Reigning Monarch(s) All funds raised **MUST** be the actual amount that will go to the charity after the deduction of any expenses. **ALL** expenses, with prior board approval, must be documented with **ORIGINAL RECEIPTS** attached to the "Event Receipt" form. Any and all additional expenses, **NOT APPROVED** by the board will be the cost of the Event Coordinator(s). Keep copies of all fundraising records in case any items are lost or otherwise not received.