



The Imperial Court of All Oklahoma, Inc.

Event Proposal

Proposed Location:

Proposed Date:

Event Details (Name / Description / Budget): Please list detailed event note.

Emcee(s):

Name of Show:

DJ:

Auction?:

Lineup:

Other

Charity Name(s):

How will the funds be divided? Must be approved by BOD if another Amount other than 25%/75%

- ☐ 25% Operations Funds/75% Charity _____ If Other is it BOD Approved?
- ☐ Other?: _____ ☐ Yes ☐ No

Participant(s):

Contact Information for Coordinator(s) REQUIRED:

Monarch Approval:

Host 1 (Print Name):

Host 2 (Print Name):

Approving Monarch (Print Name):

Signature:

Signature:

Signature:

Email:

Email:

Date Received:

APPROVED DENIED

Phone:

Phone:

Denial Reason:

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.