



The Imperial Sovereign Court of Seattle & the Olympic and Rainier Empire

Event Production Form

Please complete this form and submit to the Board President at least 60 days prior to your event. This form must contain all pertinent information and signatures required to host your event.

After your event, submit any monies raised along with the fundraising event form to the Treasurer. This form will ensure that you have all that you need to run a successful event.

EVENT NAME			
EVENT DATE & TIME		DOOR	SHOW
EVENT SPONSOR (PERSON ORGANIZING EVENT)			
EVENT PRODUCER (IF DIFFERENT THAN SPONSOR)		PRODUCER SIGNATURE	
BOARD LIAISON		LIAISON SIGNATURE	
BANK NEEDED		TREASURER SIGNATURE	

Items Needed

☐ Ballots	☐ Raffle Tickets	☐ Set	☐ Protocol Materials
☐ D.J.	☐ Advertising	☐ Other <i>(Specify)</i>	

DETAILS OR INSTRUCTIONS

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VENUE		MANAGER OR OWNER SIGNATURE
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Fund Recipient(s)

☐ J.C./Lady Graytop Memorial Scholarship Fund	☐ General Fund	
☐ Other <i>(Specify Right)</i>		501C3 ?

Event Budget/Event Reconciliation

Event Budget: (completed by the Event Producer)

	Revenue Budget
Door:	\$ _____
Raffle:	\$ _____
Tips/Donations:	\$ _____
Total Budget Revenue: \$ _____	

	Expense Budget
Lighting/DJ:	\$ _____
Sets/Decorations:	\$ _____
Miscellaneous:	\$ _____
Total Budget Expense: \$ _____	

Budget Result: \$ _____

Budget Approved by the Board: _____

Date

Event Reconciliation: (completed by the Treasurer)

	Actual Revenue
Door:	\$ _____
Raffle:	\$ _____
Tips/Donations:	\$ _____
Total Actual Revenue: \$ _____	

	Actual Expense(s)
Lighting/DJ:	\$ _____
Sets/Decorations:	\$ _____
Miscellaneous:	\$ _____
Total Actual Expense: \$ _____	
Total Actual Result: \$ _____	

Date Finalized: _____ Treasurer Signature: _____

Disbursement to: _____ Check # _____

Amount disbursed (40%) \$ _____ split to General Fund (20%) \$ _____

Scholarship Endowment (10%) \$ _____; Scholarship Fund (10%) \$ _____