

Imperial Sovereign Court of the Wild Rose Social Association Event Proposal

The Board of Directors must approve this event prior to holding or publicizing your event.

Name of Event:

Date Submitted:

Person in Charge of Event:

Date of Event:

Type of Event:

Proposed Venue:

Who did you talk to at the venue?

Protocol Time:

Start Time:

End Time:

What Board member will be attending?

Have you talked to both reigning monarchs?

EVENT POSTERS

Conceptual Design
of the Poster?

How many required?
(cost for 10 is approx 18.00)

Where will they be
posted?

When will they be
posted?

Who is picking up the posters?

OTHER CONSIDERATIONS

Is there a 50/50 draw?

Who is supplying tickets?

Who is selling tickets?

Is there a door prize?

Who is supplying?

Who is selling tickets?

Is there a mystery box?

Who is supplying?

Who is selling tickets?

Is there a door charge?

Amount?

Who is covering?

Is there a coat check?

Amount?

Who is covering?

Is there a silent auction?

Person in charge?

Who is supervising?

Do you require a float?

How much?

Has treasurer been notified?

Do you have a clean-up crew?	Who?
Is a spotlight needed?	Who will be running it?
How are you promoting the event? (Posters, Facebook, Web, Homepage, Flyers)	

BUDGET

Please list expected revenues and estimated expenses (even if you anticipate having them donated or sponsored). Please remember that any expenses that are NOT listed at the time the event is approved will NOT automatically be paid. Please do your best to include all possible expenses so as to avoid the possibility of last minute additions that need to be approved separately. If you require an advance on expenses please fill out a cheque requisition form.

Revenue

Sponsorship \$ _____
 Donations \$ _____
 Cover Charge \$ _____
 Product Sales \$ _____
 Silent Auction \$ _____
 Raffle \$ _____
 Coat Check \$ _____
 Other \$ _____
Total Revenue \$ 0.00

Expenses

Location/Venue \$ _____
 Event Tickets \$ _____
 Printing/posters \$ _____
 Prizes \$ _____
 Advertising \$ _____
 License Fees \$ _____
 Decorations \$ _____
 Mystery Box \$ _____
Total Expenses \$ 0.00

NET PROFIT (Total Revenue – Total Expenses) \$ _____ 0.00

Please provide a BRIEF synopsis of the event. Include details such as the theme, fundraising plans, who will be in the show, etc. Please provide evidence to the Board that your event has been well thought out.