



**IMPERIAL ROYAL SOVEREIGN COURT OF THE DESERT EMPIRE, INC.**  
Event Proposal Form

Event: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ - \_\_\_\_ Location: \_\_\_\_\_

Sponsored By: \_\_\_\_\_

To Benefit: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Location Approved:  Y  N

Location Manager Signature: \_\_\_\_\_ Location Contract:  Y  N

Event MC(s): \_\_\_\_\_

**Projected Income:**

Door Charge: \$ \_\_\_\_\_ X # \_\_\_\_\_ = \$ \_\_\_\_\_  
 Beer Bust: \$ \_\_\_\_\_ X # \_\_\_\_\_ = \$ \_\_\_\_\_  
 Liquor Bust: \$ \_\_\_\_\_ X # \_\_\_\_\_ = \$ \_\_\_\_\_  
 Tips: \$ \_\_\_\_\_ X # \_\_\_\_\_ = \$ \_\_\_\_\_  
 Raffle: \$ \_\_\_\_\_ X # \_\_\_\_\_ = \$ \_\_\_\_\_  
 Silent Auction: \$ \_\_\_\_\_ X # \_\_\_\_\_ = \$ \_\_\_\_\_  
 Live Auction: \$ \_\_\_\_\_ X # \_\_\_\_\_ = \$ \_\_\_\_\_  
 Jello Shots: \$ \_\_\_\_\_ X # \_\_\_\_\_ = \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ X # \_\_\_\_\_ = \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ X # \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_

ACTUAL	
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____

**Projected Expenses:**

DJ Services: \$ \_\_\_\_\_  
 Show Expenses: \$ \_\_\_\_\_  
 Tickets: \$ \_\_\_\_\_  
 Raffle Items: \$ \_\_\_\_\_  
 Auction Items: \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_

ACTUAL	
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____

Projected Income: \$ \_\_\_\_\_  
 Less Projected Expenses: \$ \_\_\_\_\_  
**Projected Profit: \$** \_\_\_\_\_

\$	_____
\$	_____
\$	_____

**Fund Raising Committee Approval:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Monarchs Approval:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Board of Directors Approval:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Funds to be Verified By:** \_\_\_\_\_

**Funds turned over to:** \_\_\_\_\_ **for deposit.**

**Deposit Date:** \_\_\_\_\_

*Copies to: Finance, Location Mgr., Fund Raising Chair, Monarchs*

*\*A copy is to be placed in the envelope after money is counted.*