



IMPERIAL ROYAL SOVEREIGN COURT OF THE DESERT EMPIRE, INC.

Event Proposal Form

Event Name: _____

Date: _____ Time: _____ Fund: _____

Location: _____

Location Manager: _____ Location Approved: Yes No (Circle One)

Location Manager Signature: _____ Location Contract: Yes No (Circle One)

Event Host(s): _____

Event Emcees: _____

Projected Income

50/50 Raffle: \$ _____

Tips: \$ _____

Raffle: \$ _____

Live Auction: \$ _____

Jello Shots: \$ _____

Membership: \$ _____

Pageant Donations: \$ _____

Food Sales: \$ _____

Other: _____ \$ _____

Projected Income Total: \$ _____

Projected Expenses:

Show Expenses: \$ _____

Tickets: \$ _____

Raffle Items: \$ _____

Auction Items: \$ _____

Food Items: \$ _____

Other: _____ \$ _____

Projected Expense Total: \$ _____

Projected Event Total: \$ _____

Monarchs Approval: _____

DATE: _____

Board of Directors Approval: _____

DATE: _____

Copies to: Treasurer, Location Manager, Monarchs