



# *The Imperial Court of All Oklahoma, Inc.*

## Event Proposal

**Proposed Location:**

**Proposed Date:**

**Event Details (Name / Description / Budget):**

**Charity Name(s):**

**How will the funds be divided? (Example: 100%, 75/25, Other)**

**Participant(s):**

**Contact Information for Coordinator(s) REQUIRED:**

**Name (Print):**

**Name (Print):**

**Name (Print):**

**Phone:**

**Phone:**

**Phone:**

**Email:**

**Email:**

**Email:**

**(Signature):**

**(Signature):**

**(Signature):**

**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.