



THE IMPERIAL COURT OF NEW YORK EVENT PROPOSAL FORM

Please fill out form completely and email it to the Secretary at secretary@icny.org. Once approved, you must notify the Board of Directors of any change. Incomplete forms will not be submitted for approval.

Event Information

Type of Event:	Fundraiser	Outreach	Social (non-fundraiser)
Event Format:	In-Person	Virtual	Hybrid (In-Person and Streaming)
Admission:	Free	Donation	Ticket Required
Ticket Sales:	Advance Sales	At The Door	Both Advanced Sales and at the Door
How Are Tickets Sold:	In-Person	TIX.com	Other (explain)
Ticket Cost: (\$ per person)	ICNY Member	Public Guest	Other (explain)
Projected Attendance:		Projected Income:	

Event Name:

Event Date:

Start Time:

End Time:

Event Attendees

Event is for Imperial Court of New York Members only

Event is for Imperial Court of New York and ICS Members

Event is open to ICNY, ICS, and the General Public

Event Description: *Please provide a brief but concise description of the event*

Event Location:

Address:

Contact:

Phone:

Is A Contract Required?

No

*All contracts must be reviewed and approved by the Board;
Executive Officers are the only signatories for contracts.*

Yes (contract attached)

Contracted Cost per person:

Event Includes: (check all that apply)

Entertainment/Show

Food and Drink (specify type):

50/50 Sales

Snacks

Raffle Baskets

Finger Food

Auction

Brunch

Silent Auction

Lunch

Online Auction

Dinner

Discussion Panel (provide details below)

Cash Bar

Open Bar

Other (explain)

Beneficiary Information

Beneficiary Name:

Beneficiary Website:

Beneficiary Address:

Beneficiary Contact:

Phone:

Contact Email:

501(c)(3) Status:

Yes, Current Beneficiary

New or Previous Beneficiary

*(Determination Letter attached; previous beneficiaries must
be re-confirmed to verify active status.)*

Unsure? Go to [https://www.wikihow.com/Verify-the-501\(c\)\(3\)-Status-of-a-Nonprofit](https://www.wikihow.com/Verify-the-501(c)(3)-Status-of-a-Nonprofit)
to verify the status of the Beneficiary.

Beneficiary Description: *Please provide a brief but concise description of the beneficiary.*

Beneficiary Name:

Beneficiary Website:

Beneficiary Address:

Beneficiary Contact:

Phone:

Contact Email:

501(c)(3) Status:

Yes, Current Beneficiary

New or Previous Beneficiary

*(Determination Letter attached; previous beneficiaries must
be re-confirmed to verify active status.)*

Unsure? Go to [https://www.wikihow.com/Verify-the-501\(c\)\(3\)-Status-of-a-Nonprofit](https://www.wikihow.com/Verify-the-501(c)(3)-Status-of-a-Nonprofit)
to verify the status of the Beneficiary.

Beneficiary Description: *Please provide a brief but concise description of the beneficiary.*

Beneficiary Name:

Beneficiary Website:

Beneficiary Address:

Beneficiary Contact:

Phone:

Contact Email:

501(c)(3) Status:

Yes, Current Beneficiary

New or Previous Beneficiary

(Determination Letter attached; previous beneficiaries must be re-confirmed to verify active status.)

Unsure? Go to [https://www.wikihow.com/Verify-the-501\(c\)\(3\)-Status-of-a-Nonprofit](https://www.wikihow.com/Verify-the-501(c)(3)-Status-of-a-Nonprofit) to verify the status of the Beneficiary.

Beneficiary Description: *Please provide a brief but concise description of the beneficiary.*

Net Proceeds Beneficiary Split

Imperial Court of New York *(No less than 25% of each event's net proceeds goes to the ICNY)*

Beneficiary:

Beneficiary:

Beneficiary:

100% Total

Producer Information

This event is produced solely by the Imperial Court of New York. *(List all producers below)*

This event is produced by the Imperial Court of New York and a non-Court producer.

(List all producers below)

This event is produced by a non-Court producer, but the Imperial Court of New York is assisting with the event. *(List both sets of producers below)*

Legal and Court Name of Producer:

Legal and Court Name of Producer:

Legal and Court Name of Producer:

Legal and Court Name of Producer:

(1) Non-Court Producer Name:

Non-Court Producer Phone:

(2) Non-Court Producer Name:

Non-Court Producer Phone:

Estimated Production Expenses

Tickets:

Raffle Items:

Advertising/PR:

Food:

Other:

Printing:

Auction Items:

Supplies:

Total Production Costs:

Sponsors

Sponsor Name	Items Donated or Discounted
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Event Requirements and Checklist (check all that apply)

This event will require an online PayPal donation link.

This event should be listed on our ICNY website

This event will require a Facebook event page.

This event will be streamed (live or pre-recorded video) on:

ICNY YouTube Channel

ICNY Facebook Channel

Personal YouTube Channel

Personal Facebook Channel

501(c)(3) documents attached?

Contract attached?

Door Covered by?

Live Streaming will be managed by?

Event Information

- All events must be submitted and approved; repeating events must have a separate event form submitted and approved for each occurrence.
- Event forms must be submitted 2 months prior to the event for consideration; exceptions will be considered on a case-by-case basis. Event forms to be considered in the month must be submitted to the Secretary by the Sunday prior to the scheduled Board Meeting (second Wednesday of each month).
- Any change to an approved event must be re-submitted to the Board for re-approval.
- Incomplete forms will not be submitted for approval.
- Official event flyer requirements:
 - Must be submitted to the President and Secretary for approval and cannot be used until approval is given.
 - Cannot be larger than 8.5 x 11” and must be in jpg, png, or pdf format.

- Must include the current Reign Sponsor bar fully across the bottom of the flyer.
 - Does not need to include images of the Monarchs unless the current Monarchs are the producers of the event.
 - Must include the ICNY logo and ICNY website URL “icny.org”.
 - All social media advertising for the event (Facebook, Instagram, Twitter, YouTube) must be approved by the President before it can be used.
 - Individual Facebook posts highlighting the performers of an event are exempt from this requirement.
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Proposal Submitted By:

Submitter Legal Name:

Submitter Court Name:

Submitted On:

By signing this event form, I acknowledge that the information is correct and should any part of the event change, I will immediately notify the ICNY Board of Directors of any changes and understand that it might impact the approval of the event.

Submitter’s Signature:

Board of Directors

Reviewed On:

Approved

Not Approved

Needs Additional Information or Discussion

Amended