



# THE IMPERIAL COURT OF NEW YORK SPECIAL EVENT PROPOSAL FORM

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Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Admission: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Name of Beneficiary: \_\_\_\_\_

Beneficiary Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Brief Description of Beneficiary: \_\_\_\_\_

\_\_\_\_\_

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Please check or fill in where applicable

An Event for Court Members Only

A Public & Court Event Attended Event

This Event is Produced Solely by the Court

This Event also has a Non-Court Producer or Co-Producer

Legal & Court Name of Court Producer: \_\_\_\_\_

Name of Non-Court Producer: \_\_\_\_\_

Legal & Court Name of Court Co-Producer: \_\_\_\_\_

Name of Non-Court Co-Producer: \_\_\_\_\_

**Estimated Production Expenses**

Tickets: \_\_\_\_\_ Printing: \_\_\_\_\_

Advertising/PR: \_\_\_\_\_ Raffles: \_\_\_\_\_

Misc. Supplies: \_\_\_\_\_ Auction Items: \_\_\_\_\_

Merchandise: \_\_\_\_\_ Food: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

Total Estimated Production Cost: \_\_\_\_\_

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Name of Sponsor: \_\_\_\_\_ Items Donated/Discounted: \_\_\_\_\_

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Projected Attendance: \_\_\_\_\_

Projected Net Income: \_\_\_\_\_

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Percentages: Please note, no less than 25% of each Event's Net Proceeds go to the Imperial Court of New York.

\_\_\_ 100% of Gross/ Net goes to the Court

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Proposal submitted by:

Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR USE BY THE BOARD OF DIRECTORS**

Approved  Not Approved

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_