Imperial Court of Washington, DC

From the Heart, Through the Court, For the Community

**Planning / Executing an Event**

Holding benefits throughout the year are our main fundraising activities. The success of your event depends on the amount of time you spend planning your event. You should allow a minimum of six (6) weeks to plan your event.

The Reigning Monarchs are responsible for the ICWDC fundraising schedule. All members that want to schedule a fundraiser will coordinate with the Reigning Monarchs prior to scheduling a location.

Members will provide the details of the fundraiser to the Reining Monarchs on a “Written Proposal for a Fundraiser/Benefit Form.”

All monies raised at the fundraiser will be submitted to the Court Treasurer or a Board member in the Treasurers absence, with a Show Accounting Form. To eliminate confusion, two members will be identified to count the money during a benefit event. The dollar amounts on the form will be verified by a member of the Board of Directors immediately after the fundraiser.

The Treasurer, or designated Board member, will deposit all monies raised at any fundraiser for the ICWDC within three (3) business days.

There are times the ICWDC may absorb the cost of putting on fundraisers. Expenditures for fundraisers should be approved by the Board of Directors in advance. Expenditures not approved prior to the event run the risk of not being approved.

A check shall be requested for the Beneficiary for presentation.

Members of the Court and their guests are responsible for their actions and the actions of their guests at all functions of this Court.

# Preparation for:

1. Prepare and submit a *Show Sheet* (estimates) and *Written Proposal* to the Reigning Monarchs and Board of Directors for approval
2. Choose a beneficiary that is located in the Realm of ICWDC or use the Reign Beneficiaries. National organizations can be chosen as long as the money will be directed to helping those in our local community.
3. Pick a tentative date for your event.
4. Check with the Reigning Monarchs to see if they will be available on the date you are thinking of holding your event. Be aware that the Monarchs may be traveling throughout the year to other empires, so be sure to have alternate dates available to choose from. Please note that the Reigning Monarchs do not need to be present at the event.
5. Secure a location for your event. Explain to them what ICWDC is. Seek a donation from location (i.e., percent of door cover, help in advertising, drink specials, etc).
6. Introduce yourself as a member of ICWDC and explain what our organization is about, what we

do and the type of shows we hold.

1. Choose a theme for your event, if desired.
2. Start advertising your event: flyers, print ads, Facebook®, posters, etc.
3. Solicit help from the membership to assist you that evening. The following is a brief listing of where help might be needed:
	1. Setup/Decoration Committee
	2. Emcee(s), if you are not going to be “on the mic”
	3. Door person to collect cover charge (if location doesn’t have one)
	4. Someone to sell raffle tickets (if applicable)
	5. Someone to coordinate with DJ if having a show
	6. If doing anything else during the night, be sure to have someone lined up to help members
	7. Start lining up performers in advance if you are having a show
	8. Purchase all supplies needed prior to the night of your event (if approved by the Board of Directors): standard supplies could include tape, streamers, balloons and raffle tickets. The goal is to raise money!

# Evening of

1. Arrive at least one (1) hour before the event begins, dressed and ready to greet your guests.
2. Start door cover (if applicable) at least one-half hour prior to the start of the event.
3. If you are having a show, the Reigning Monarchs are given preference as to where they would like to be in the *show line-up* (Appendix C). All other performers, barring out-of-state Monarchs, should be on a first-come, first-serve basis.
4. At the beginning of the event, the Reigning Monarchs must be introduced to the audience. Allow the Monarchs to speak if they so choose. (At the end of the event, the Monarchs should be given the opportunity to speak once again if they so choose.)
5. Introduce your beneficiary; if a representative is in attendance; allow them to speak about their organization and where the money will be used.
6. Remember, have fun!!! This is your event and all of your hard work in planning this night will bring fantastic results!

# End of

1. Count all money raised with the Court Treasurer. If the Treasurer is not present, any Board Member can assist you. Record all money on *Show Sheet* (actual) and *Show Accounting Sheet* to

be provided by the Board (Appendix C) and (Appendix D), verify counts, and sign sheet. Turn the money over to the Treasurer or Board Member. All sheets/money must be turned in no later than 48 hours following your event.

1. Clean up after your event!
2. **All checks will be presented at Investitures or mailed after, unless otherwise approved by the Board**. ~~At the next monthly General Membership meeting (or Board Meeting), obtain a check~~ from the Treasurer to mail to your beneficiary. (It is preferred that you invite the beneficiary to the meeting: present the check in person). Checks should be sent out as soon after your event as possible. It’s good to include a note letting them know this is the Court’s donation from your ~~event.~~
3. If you receive a letter from the beneficiary thanking the Court for the donation, a copy should be given to the Board Secretary.
4. Send a thank you letter to the establishment, and/or contact directly that allowed us to use their facilities. Thank them and even let them know how the event turned out.
5. If your beneficiary is a Reign Beneficiary, make sure to meet with the Board of Directors as soon ~~as possible after the event to ensure the donation was sent.~~