



Imperial Court of Washington, DC

P.O. Box 2616
Washington, DC 20013

From the Heart, Through the Court, For the Community

Written Proposal for a Fundraiser / Benefit Show

(Should be submitted NLT 6 weeks before the benefit)

Event Name: _____ Date Submitted: _____

Type of Event:	
Location of Event:	
Date / Time of Event:	
Primary Chairperson:	
Assistant Chairperson(s):	
Emcee:	
Board Member Taking Money:	
Advertising:	
Projected Expenses:	
Beneficiary/Agency to promote:	

Items the Court will provide: _____

Bar/location Contact Person: _____ Telephone Number: _____

Items the Bar/Location will provide: _____

Signature of Court Member In Charge: _____ Date: _____

Signature of Venue Manager/Coordinator: _____ Date: _____

Monarch Approval: YES / NO _____ Date: _____

Beneficiary: _____

Beneficiary Contact Person: _____

Telephone Number: _____

Street Address: _____ Email Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

501 (c)3 Status verified? YES / NO Who Verified? _____

Will beneficiary assist with advertising? YES / NO

Will Beneficiary have representation/literature at the event? YES / NO

Show Line-up

Event Name: _____ Date: _____

Line up: Emcee(s), Reigning Monarchs (DC & out of town), then the order music was turned in. If there are out of town guests, alternate them between ICWDC Members, and alternate girls and boys.

	Printed Name with Court Title	Song Title	Track #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			