



The Imperial Sovereign Court of Seattle & the Olympic and Rainier Empire

Event Production Form

Please complete this form and submit to the Board President at least 30 days prior to your event. This form must contain all pertinent information and signatures required to host your event.

After your event, submit any monies raised along with the fundraising event form to the Treasurer. This form will ensure that you have all that you need to run a successful event.

EVENT NAME			
EVENT DATE & TIME		DOOR	SHOW
EVENT SPONSOR (PERSON ORGANIZING EVENT)			
EVENT PRODUCER (IF DIFFERENT THAN SPONSOR)		PRODUCER SIGNATURE	
BOARD LIAISON		LIAISON SIGNATURE	
BANK NEEDED		TREASURER SIGNATURE	

Items Needed

<input type="checkbox"/> Ballots	<input type="checkbox"/> Raffle Tickets	<input type="checkbox"/> Set	<input type="checkbox"/> Protocol Materials
<input type="checkbox"/> D.J.	<input type="checkbox"/> Advertising	<input type="checkbox"/> Other <i>(Specify)</i>	

DETAILS OR INSTRUCTIONS

VENUE		MANAGER OR OWNER SIGNATURE
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Fund Recipient(s)

<input type="checkbox"/> J.C./Lady Graytop Memorial Scholarship Fund	<input type="checkbox"/> General Fund
<input type="checkbox"/> Other <i>(Specify Right)</i>	501C3 ?