



Imperial Windy City Court of The Prairie State Empire, Inc. NFP

Approval Form for Benefit Events

PROPOSED EVENT:	
DATE & TIME OF EVENT:	
PROCEEDS BENEFIT:	
PERSON IN CHARGE: (Name and phone number)	
EVENT SITE: (Business, address, phone)	
CONTACT AT EVENT SITE: (Name and phone number)	
ADVERTISING AGREEMENT (Number & size of ads, dates of issue, ads placed in, method of payment)	
OTHER PERSONNEL NEEDED: <i>Please list with name & phone number</i> (Door, emcees, spotlight, dressers, security, etc.)	
FUND RAISING COMMITTEE APPROVAL (Signature (s) of Monarchs)	
EVENT SITE CONTACT APPROVAL (Signature of contact liaison)	
EVENT COORDINATOR'S APPROVAL (Signature of person in charge)	

Please complete back of form with a detailed description of event and any other specifics of special note.

Office Use Only	
Date submitted: _____	Date Approved: _____
Board Liaison: _____	Budget Approved: \$ _____
Board Members Attending Benefit: _____	_____
Deposit Date: _____	Deposit Made By: _____

Description of Event	
Proposed Expenditures	
Estimated Revenues	
Additional Comments	

PLEASE NOTE: By signing this document, the applicant (person in charge) agrees that if the event includes auction items, all monies pledged for such items must be collected before the won item is released to auction winner.