



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

Approval Form for Special Events

PROPOSED EVENT:	
DATE & TIME OF EVENT:	
PURPOSE OF EVENT:	
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	