

IMPERIAL RAINBOW COURT OF NORTHERN UTAH

Event Scheduling Form

- For a list of available dates, please see the Event/Show Coordinator
- Please complete and submit at least 4 weeks prior to the date of your event.
 - Forms will only be considered when fully completed.
 - Dates will be reserved in the order forms are received.
- All events are subject to approval by the IRCONU board of directors.
 - If completed without carbon copy, complete in duplicate.
- Any changes to the information below, must be approved by the Board of Directors.



Event			
Date			
Time			
Cover Charge			
Suggested Donation		Required Entrance Fee	
Other Fundraising Activities			
Fund Benefit			
Event Hosts			
Contact Phone #			

All items below must be initialed or verified before form will be considered.

	Person(s) in charge				Initials	
Location			Confirmed	Y	N	
MC(s)						
Advertising						
Sound / Lighting	DJ		DJA		DJ	

"DJ" = Primary / "DJA" = Assistant

Photos/Video (optional)				
Set				
Protocol				
Door				
Other Money Collection				

Date completed form submitted ___/___/___ Host(s) signature _____
 (by signing, you agree to adhere to all IRCONU event guidelines listed in Resolutions)

**** Do not complete below this line – Board use only ****

Approval Date ___/___/___ President's signature _____

Spotlight Reserved	Y	N
IRCONU Calendar	Y	N