

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	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