

# 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	
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				
Photos/Video (optional)				
Set				
Protocol				
Door				

Date completed form submitted \_\_\_/\_\_\_/\_\_\_    Host(s) signature \_\_\_\_\_  
*(by signing, you agree to adhere to all IRCONU event guidelines – see reverse)*

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

Approval Date \_\_\_/\_\_\_/\_\_\_    President's signature \_\_\_\_\_

Spotlight Reserved	Y	N
IRCONU Calendar	Y	N

## Resolutions Section 5 Corporation Event Guidelines

- (A) All event scheduling will be facilitated by the event coordinator.
- 1) Each event form submitted for approval to the board of directors must have the following information: Event title, date, time, location, cover charge, fund benefit, and contact phone # for the person(s) in charge. Individuals responsible for MCs, advertising, sound/lighting, photos/video, set, protocol & door must initial the form. Event coordinator must ensure all updates are noted on each event sheet revisions apply to. The only individuals permitted to complete the duties of "sound/lighting", "photos/video" & "door" are current board members. All board members must be asked to sign up for these duties. Individuals who sign up for tasks involving Corporation equipment must understand they are ultimately responsible, and any fault will not fall to any individuals they may ask to assist. At each event, the only persons permitted to assist (only when absolutely necessary) on "door" duty is limited to members of the current board of directors. All board members will be required to complete a portion of the scheduled time for duties of "door" & "sound/lighting" for events that require entrance fee. This requirement does not extend to Co-Presidents/ICPs for Coronation & Emerald/Ruby Ball weekends. In the scenario that the event hosts are able to secure coverage for these duties from a limited number of board members (in an attempt to relieve the remainder of the board of the responsibility), this must be presented to the board of directors for approval. If non-Corporation equipment is used, responsible parties will not be listed on the official event scheduling form.

*Note: Requirements stated in this subsection are in addition to Bylaws Section 12.04 (D) 3*

a) Notifying all responsible parties on each event sheet is the responsibility of the event hosts. If replacement for any duty is needed, each responsible party should contact the event hosts and coordinate a replacement. In the hosts absence, finding replacement will fall to the board of directors in the following order: event coordinator, reigning Co-Presidents, reigning ICPs, board President or any other board member. Confirmed notification of any event sheet changes will be presented by the same chain of command as stated above.

(B) All events must be approved by the board of directors a minimum of 30 days prior to the event date. If the 30-day timeframe cannot be met, the host(s) will contact the event coordinator for available dates. If a date is available, the event coordinator will work with the board to take all necessary steps for event approvals. This will be done on a case-by-case basis.

(C) Advertising must be posted four (4) weeks prior to the date of the event. If advertising is not posted by this guideline, the board of directors may assume responsibility and control including possible cancellation. If the guideline is not met for pageants, the board has the right to consider revoking reimbursement eligibility.

- 1) All advertising for events must include the following: event title, hosts, date, time (door time & show time), location, cover charge (including indication of "suggested donation" or "cover required"), any venue fees/restrictions, Corporation fund benefit and Corporation logo, Corporation website address & Facebook page notation.

(D) All special requests are to be made as soon as possible and approved through each venue.

(E) Host(s) should coordinate all preparation for audio for their event with the DJ.

- 1) All performances are required to be in compliance with Utah State Law.

(F) Each event's door/sound personnel are required to be at the host facility at advertised door time. The person(s) in charge of the event are required to be present at least one-half hour prior to the event's approved start time. It is the responsibility of the event host(s) to coordinate with the sound/lighting personnel for all setup and take down duties.

*Note: All Corporation property is not available for rent or loan.*

(G) The stage/set are to be completed prior to door opening and removed immediately following the event, unless otherwise arranged with the host facility.

(H) All events should start at approved start time. If more than a 30-minute delay is needed for event start time and host venue will allow for a late start, all members present with an eligible board vote should privately convene to conduct a vote on the proposal (majority rule of those in attendance).

(I) The hosts of the event are responsible for ensuring the dressing area and host venue used are cleared/cleaned prior to approved door time and after the event.

(J) The hosts for events are responsible to inform all participants of the Corporation event guidelines and ensure they are followed.