

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.



Event	
Date	
Time	
Cover Charge	
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		
DJ		
Spotlight		
Set		
Protocol		
*Door		

**must be a member of the current board of directors*

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

IRCONU EVENT GUIDELINES

- 1) Advertising must be posted four (4) weeks prior to the date of the event and should not exceed 22" X 28" (standard poster size) unless arrangements are made with the host facility. If advertising is not posted by this guideline, the board of directors may assume responsibility and control, which includes possible cancellation. Also, for pageants, if this guideline is not met, the board of directors may decide to revoke eligibility for reimbursement.
- 2) A donation/cover charge will be suggested for all events and must be approved by the board of directors. All advertisements must include this information as well as any additional fees set by venue.
- 3) All details for events should be coordinated through the show/event coordinator (i.e., stage, spotlight, etc.). Event/Show coordinator will be the board liaison for all events, not including pageants. The pageant chair/pageant committee will be responsible for monitoring the dressing area during pageants.
- 4) All special requests are to be made as soon as possible and approved through the host facility (i.e., raffle, Jell-O shots, etc.).
- 5) The person(s) in charge of the event and door person must be at the host facility one (1) hour in advance of advertised show time.
- 6) All numbers to be performed should be given to the DJ (including playlist) fifteen (15) minutes prior to show time, unless otherwise arranged with host(s), venue management/staff or board liaison.
- 7) All events will begin within ten (10) minutes of scheduled time, unless otherwise arranged by the host(s), board liaison, or host facility management.
- 8) The stage and set are to be completed by 3pm the day of the event, and removed immediately following the event, unless otherwise arranged with the host facility.
- 9) Only event participants are allowed in the dressing area. The dressing area is to be vacated one-half hour after every event. The person(s) in charge of the event are responsible for ensuring the dressing area is cleared & cleaned after the event.
- 10) Music is to be returned to the dressing area or to the host(s) immediately after the event.
- 11) All performers/performances must be compliant with Utah State Law guidelines.
- 12) The person(s) in charge of the event is/are responsible to inform all participants of these guidelines and ensure that they are followed.
- 13) All shows/events must be approved by the board of directors at their first scheduled board meeting in the month prior to the event (i.e., if you wish to hold an event in January, you must have board approval by December board meeting.). All performers are asked to pay the donation/cover at the shows/events they are scheduled for.
- 14) There will be a \$15 rental charge for the spotlight if it is used by any other group. A late fee of \$15 per day will be assessed if it is not returned at designated time. If spotlight is returned in need of repair, the responsibility for said repairs will be charged to the renter.