

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	
Fund Benefit	
Event Hosts	
Contact Phone #	

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

	Person(s) in charge		Initials	
		Confirmed	Y	N
Location				
MC(s)				
Advertising				
*DJ				
Spotlight				
Photos				
Set				
Protocol				
*Door				

**must be approved by the 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

EVENT GUIDELINES

The guidelines for a Corporation Event are as follows:

- 1) 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, which includes possible cancellation. Also, for pageants, if this guideline is not met, the board of directors may decide to revoke eligibility for reimbursement.
 - a) All advertising for events must include information noting the Corporation Website and Facebook page and Corporation logo.
- 2) A cover charge for all event must be approved by the board of directors. All advertisements must include this information as well as any additional fees/restrictions 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 thirty (30) 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 prior to door opening, and removed immediately following the event, unless otherwise arranged with the host facility.
- 9) The person(s) in charge of the event are responsible for ensuring the dressing area & host facilities used are 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 a minimum of 30 days prior to the event date. All performers are required to pay the cover/donation at all shows/events.
- 14) All Corporation property is not available for rent or loan.

Event Scheduling:

The show form must have the following information:

Event, Date, Time, Location, Cover charge, Proceeds to (what fund is benefitted), and Telephone # for person in charge. The following must be initialed by the person asked – Function, Spotlight, Set, Photos, Protocol & Door Person (must be a board member)