

THE ISRC EVENT PROPOSAL FORM

Event Name _____

Date of event _____ **Time of event** _____ DOOR @ _____ SHOW @ _____

Is this date available on the ISRC calendar YES NO If NO what does it conflict with _____

Cover amount to be charged \$ _____

VENUE

Name of Venue _____ **Address** _____

Have you booked this Venue? YES NO If NO, is the date available? YES NO

Venue contact person _____ **Phone number/Email** _____

BUDGET

	<i>Amount Requested</i>	<i>Approved Amount</i>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Amount Requested	\$ _____	\$ _____

SOME TYPICAL BUDGET ITEMS: FLYERS, POSTERS, SPOTLIGHT, DOOR COMPS, TICKET SUPPLIES, PRIZES,

CHARITY INFORMATION

IS 100% OF THE NET PROCEEDS TO BENEFIT THE GENERAL FUND YES NO (if yes skip to next section)

Organization to Receive Charity Funds From This Event _____

Have they been contacted? YES NO Have they approved this event? YES NO

Is the Charity a 501c3 non-profit? YES NO

Charity contact _____ **Phone number** _____

**Please attach the Charities IRS 501c3 documentation and a letter authorizing the ISRC to raise money for the charity
WE CANNOT HOLD YOUR EVENT WITHOUT BOTH ON FILE WITH THE ISRC SECRETARY.
Not providing this information may cause the BOD to delay approving your event.**

ADVERTISING

**Please attach all event flyers, posters and any other advertising materials you plan on using for approval.
Please spell check before submitting. Please make sure you are not using copy written material.
All flyers and posters must clearly show:
The event name, time, venue name, venue address, cover/price, charity recipient and the court web address.**

Date submitted _____ **Date approved** _____

Flyers approved by _____

