



The Imperial Court of San Francisco Fundraiser Proposal

To be submitted to the Board of Directors, for their approval, in advance of any fundraising event. Please fill in as appropriate and submit via email or in-person at the appropriate Board meeting.

Name/Theme of Event:	
Date of Event:	
Location:	
Time of Event (including door and show times):	
Beneficiary(ies):	
Open Show or Booked Performances:	
Host(s):	
Emcee(s):	
Fundraising Options Planned (show, raffle, shots, etc.)	
Expected Expenses (venue, food, beverage, decorations, promotions)	
Flyer Design	
Board Member(s) Representative for Accounting	
DJ Included/Needed:	
Music Format:	
Food Provider:	



The Imperial Court of San Francisco Fundraiser Proposal

Bar Provider/Sponsor(s):	
Bartender(s):	
Lighting/Sound Requirements:	
Volunteers:	
Event Open to Public?	
Additional information re: event or non-profit beneficiary:	

In addition to submitting with form, please include a full budget that will include all possible cost as well as the potential profit streams