

Board Review & Approval			
Revised as of 1/26/2016			
Board Approval:	Yes	No	
Adversting Approval:	Yes	No	Advertising Budget: _____
Decorating Approval:	Yes	No	Decorating Budget: _____
Proceeds Benefitting:	_____		
Logged In Calendar By:	_____		

The following must be initialed by ther person asked to be responsible for the specific function. Please indicate phone numbers where applicable

Proposed Event			
Event Host Name: _____		Phone: _____	
Event Host Name: _____		Phone: _____	
Proceeds Benefitting: _____			

Location of Event			
Event Date: _____			
Event Time: _____	Doors Open: _____	Show start: _____	Show End: _____
Event Location Address: _____			
Event Location Fee Amount: _____			
Event Location Fee to be paid by: _____		Phone: _____	
Date fee will be paid: _____			
Event Location Manager Name: _____		Phone: _____	
Initials/Validation of venue reservation: _____			
Copy of event location application (if applicable)			
Event requirements/arrangements: _____			

Event Price: _____
Ticketed Event? _____
If so, who will be in charge of obtaining the tickets? _____
List of Comp Tickets: _____

Event Set			
	Name	Phone Number	Initials
Set coordinator:	_____	_____	_____
Set Builder:	_____	_____	_____
Set Description:	_____		

Staff			
	Name	Phone Number	Initials
Advertising Director:	_____	_____	_____
*1st Door Person:	_____	_____	_____
2nd Door Person:	_____	_____	_____
MC:	_____	_____	_____
MC:	_____	_____	_____
Other:	_____	_____	_____
Other:	_____	_____	_____

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Light & Sound			
	Name	Phone Number	Initials
DJ			
DJ's Email Address for music:			
Approval from Director of Audio, Video, and Lighting :			

Advertisement	
RCGSE Name and/or Logo	
Details on proceeds of Event	
Cost of the Event	
Time	
Date	
Location	
Host Name & Contact Info	
Court Website	

(Ticketed events or suggested donations must be specified on advertisement)

Required Notices:
<p>1. All proceeds raised during the event will be go through the respective fund for which the event is held and the court will write a check to the cause, organization, or fund withholding the required percentage stated below.</p> <p>2. All proceeds of the event will be disbursed only to a third party for the payment of bills, medical bills, or to a third party organization/fund. No funds will be given to an individual directly, unless specifically stated in the Show Form and by affirmative vote of the Board of Directors. Monies dispersed through the People With Aids Fund (PWA) will be exempt from this requirement.</p> <p>3. 2% of the proceeds collected during the event will be payable to the RCGSE Scholarship fund and 15% of the proceeds collected during the event will be payable to the RCGSE General Fund. Proceeds raised during Aids Week, Trans Week, Cancer Week, PWA Kickoff and Snowball will be exempt from these disbursements.</p> <p>4. All court events will abide by the guidelines set forth in section 4-3 Guidelines for Court Events.</p> <p>5. A "Show Form" and "Event Advertisement" must be submitted to the Board of Directors for approval on all proposed events. Upon event approval, a copy of the show form and advertisement will be given to the Treasurer, Secretary, and Director of Web Design & Administration to be placed on the Court Website.</p> <p>6. *Indicates that the person must be a member of the current RCGSE Board of Directors</p> <p>7. Please read Section 4-3 of the RCGSE Resoltions "Guidelines for RCGSE Events" before completing this show form. Events should be booked as soon as possible, but at least three (3) weeks in advance. Remember all events must be pre-approved by the Board of Directors. Please mail this completed form to the address listed below, or hand deliver the form to the Emperor or Empress.</p> <p style="text-align: center;">RCGSE - P.O. Box 11793, Salt Lake City, UT 84147-0793</p>

I have read and understand the above required notices and have reviewed the RCGSE Resolutions Section 4-3 Guideliens for RCGSE Events

Signature

Date

Printed Name