Imperial Court of the Rocky Mountain Empire
Denver, Colorado
A 501(c)(3) Non-Profit Corporation
www.icrmedenver.org

ICRME FUNCTION SHEET

Event Title: _____

Event Location: _____

Event Date: _____ **Event Time – Door:** _____ **Show:** _____

Hosts:

1) Name: _____ Title: _____
Phone: _____ Email: _____
2) Name: _____ Title: _____
Phone: _____ Email: _____
3) Name: _____ Title: _____
Phone: _____ Email: _____

Sponsored Organization(s) Information: (must be a 501(c)(3) organization(s))

Organization 1: _____
Contact: _____ Phone: _____ Email: _____
Mailing Address: _____

Organization 2: _____
Contact: _____ Phone: _____ Email: _____
Mailing Address: _____

Organization 3: _____
Contact: _____ Phone: _____ Email: _____
Mailing Address: _____

Donations Collected (Do not include general donations to ICRME):

	Cash	Zeffy	Total
- **Cover:**	$_____	$_____	$_____
- **Tips:**	$_____	$_____	$_____
- **Raffles/Auction/Squares:**	$_____	$_____	$_____
TOTALS:	$_____	$_____	$_____

Distribution (percentage to organization(s) and ICRME – Must total 100%):

(White Rose = 20% ICRME and 80% White Rose; Non- White Rose = 30% ICRME and 70% 501(c)(3) Beneficiary)

- Organization 1: _____% - Monetary Amount: $ _____
- Organization 2: _____% - Monetary Amount: $ _____
- Organization 3: _____% - Monetary Amount: $ _____
- ICRME: _____% - Monetary Amount: $ _____

Signatures:

- **Host:**
  Printed Name: _____
  Title: _____
  Signature: _____
  Date Signed: _____

- **Treasurer:**
  Printed Name: _____
  Title: _____
  Signature: _____
  Date Signed: _____

- **Second Cash Counter:**
  Printed Name: _____
  Title: _____
  Signature: _____
  Date Signed: _____

All fields of this function sheet must be completed the night of the event (with the exception of the yellow highlighted fields), Please print VERY CLEARLY AND LEGIBLY – type if necessary. The completed form must be delivered to the CFO no later that 48 hours from the end of the event – NO EXCEPTIONS.

QR CODES:

Event QR Code:

Membership QR Code:



General Donation QR Code:

