

Imperial Council of San Francisco, Inc.
Budget Instructions

KEY

Category

1.0 Set Design

- 1.1 Construction materials - Plyboard, nails, paint, et cetera to create set / props.
- 1.2 Set decoration - Items that are not used for construction but to dress up the set.
- 1.3 Rental - Cost of set or props or both, if not being constructed

2.0 Lights and Sound

- 2.1 Lights - Rental of additional lighting equipment not already owned by the Imperial Council of San Francisco.
- 2.2 Sound - Rental of sound equipment, sound board, staff who may operate both sound and lights
Above items must first be put out for bid, followed by a proposed contract from the successful bidder, then signed by the Co-Chairs of the Imperial Council of San Francisco, Inc.
- 2.3 ICSF Lights - Rental of lights owned by the Imperial Council of San Francisco, a charge will be assessed against the event for use of these lights

3.0 Venue

- 3.1 Site - A contract from the lessor of the proposed venue along with any insurance requirements must be submitted to the Co-Chairs for review and signature.
- 3.2 Insurance - The Treasurer of the Imperial Council will procure an insurance waiver that will be supplied to the lessor with the signed contract. It is requested that the Treasurer be notified as early as possible so the waiver will not be delayed.

4.0 Bar & Food

For those venues where the Imperial Court or Imperial Council of San Francisco can have their own bar, the following expenses are allowed:

- 4.1 Bar supplies - Napkins, straws, mixes, lemons, limes, trash bags, ice and service items.
- 4.2 Beer and liquor - paid at cost from vendor. At times these items may be donated by various sponsors in which case this is not an expense item.
- 4.3 Liquor license - This should be coordinated through the Council of Emperors who have the license registered in their name and must pay a use fee of \$25 per event.
- 4.4 Food Expenses - where food is an advertised part of the event, i.e., picnics. Expenses would include all food items, condiments, napkins, eating utensils or prepared foods from deli's or wholesale warehouses.

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5.0 Banks

The Imperial Council will provide banks for the door and bar ticket sales that will be administered by the Treasurer and members of the Treasury Committee. This expense is a "wash" against income, whereby the original banks will be deducted from the gross income before the ICSF assessment is taken.

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6.0 Production / Printing

- 6.1 Flyers, Posters - To promote event participation.
- 6.2 Program - The production and printing of event program. This should be supported by advertising sales. These expenses should be offset with income from advertising sales and is booked separately for tax purposes.
- 6.3 Tickets - Production and printing of pre-sale and door tickets. Note: Tickets for bar sales need not be printed but can be purchased pre-numbered from Office Depot et cetera.
- 6.4 Applications - Printing necessary to have applications to be handed out. Applications can be uploaded to the ICSF website for contestants to print out.

7.0 Transportation

- 7.1 Vehicle rental - to transport lights, sound, sets for event which includes applicable taxes, insurance, mileage and gasoline.

8.0 Miscellaneous

- 8.1 Decorations, Hall - This may include flowers, candles supplies to create table decorations and table cloths.
- 8.2 Flowers - If there is a contest, flowers for the winners based upon the number of entrants.
- 8.3 Sashes - The cost to have the sashes for the winners. Care should be taken to be economical in this category.
- 8.4 Prize Fund - The cost should equal the income from the entrant's fees and is only applicable for the Mr. & Miss Gay San Francisco Pageant. The prize split is 50 / 30 / 20 for the winning "couples". Whatever is taken in as entrant's fees that is the prize fund.
- 8.5 Tiara - For the Miss title, be very economical in this category. Remember it **should not** be a crown and must be smaller than the Empress's crown.
- 8.6 Other - Budget a modest amount of money in this category for unexpected expenses that may arise.

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8.7 Complimentary admission - This expense should be monitored closely and will impact the income of the event. These should be approved by the Co-Chairs of the Imperial Council. Limited as follows:

8.7.A Press / Media - One ticket per media organization covering the event.

8.7.B Judges - Applicable to only the Mr. & Miss Gay San Francisco Pageant

8.7.C Contestants - One ticket for each contestant. Candidates for Emperor & Empress get free admission to Imperial Gala, All Candidate Bus Tour and Coronation.

8.7.D Reigning Emperor & Empress and reigning titleholders for the event, i.e., Mr. & Miss Gay

KEY

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9.0 Expense Items NOT covered

9.1 Costume rentals of any sort

9.2 Costume manufacture, material, needle, thread or any expense associated with production of costume or costumes.

9.3 Wigs, make-up, hosiery, shoes, pants, shorts or clothing or any nature.

9.4 Transportation costs for committee members, guests, judges, emcees or performers. This includes air, taxi, train, bus or personal automobile, gasoline, tolls, parking fees or traffic violations.

9.5 Hotel / motel accommodations for committee members, judges, guests, emcees or performers.

9.6 Food or sundry items for committee members, guests, emcees or performers pre and post event. This exclusion does not cover for food that is part of an event, i.e., picnic.

If you have any questions or concerns, please consult with the Treasurer of the Imperial Council.