

An Event Stewards Guide

HL Vivien NicUldoon

A.S. XLVII
April 2013 of the Gregorian calendar

I.	Introduction.....	5
II.	What’s an Autocrat – I mean Event Steward.....	5
III.	Creating a bid.....	5
A.	Getting a date	5
B.	Making a budget.....	7
C.	Setting a site fee	8
D.	the NMS and do I have to do something about it?	8
E.	Finding a site	9
IV.	Insurance	10
A.	The short version	10
B.	The Longer version	10
C.	The Long Version.....	10
D.	Requesting additional insurance.....	11
V.	Setting the schedule	11
A.	Spread sheets are your friend	11
B.	Double Scheduling	11
C.	Flex time.....	12
VI.	Special Activities	12
A.	Combat	12
B.	Archery.....	12
C.	Equestrian activities	13
VII.	PreRegistration.....	13
A.	People	13
B.	Merchants	13
C.	Horses.....	14
VIII.	Publication.....	14
A.	Crier submission.....	14
B.	Branch Newsletters	15
C.	Email Lists.....	15
D.	Fliers.....	15
E.	Site Copy	15
IX.	The Internet.....	16
A.	Kingdom Calendar Page.....	16
B.	Event Web Pages.....	16
X.	Contact lists.....	16
XI.	Officers	16
A.	Officers you’ll want to talk to	17
B.	Communication	17
C.	Deputy Event Steward.....	17
D.	Keep the Exchequer Happy	17
XII.	Gate	18
A.	Local Requirements for Gate	18
B.	Gate Sheets.....	18
C.	Check with the Exchequer.....	18
D.	Proof of membership	19
XIII.	Reporting to council.....	19
XIV.	Miscellany	19
A.	Baronial requirements	19
XV.	Volunteers – getting and keeping	19

A.	A short but not comprehensive list of non-officer event staff.....	19
XVI.	Delegate.....	20
XVII.	Comping people – who, and getting that to gate.....	20
XVIII.	Care and feeding of an Event Steward.....	20
A.	Venting.....	20
B.	Panic.....	20
C.	Doing too much.....	20
D.	Food.....	20
E.	Ask questions.....	20
F.	Event Binder.....	21
G.	Event Steward bag.....	21
XIX.	Saying Thank you.....	22
A.	Event Steward gifts.....	22
B.	Saying thank you in court.....	22
C.	Indirect thanks.....	22
XX.	Final report for council & Post mortem.....	22
XXI.	Links & resources.....	23
A.	SCA.....	23
B.	Antir.....	23
C.	Other resources.....	24
XXII.	Forms and Other paperwork.....	25
A.	Date Reservation & Event Information Form.....	25
B.	Cheque Request Form.....	26
C.	Kingdom Event Report.....	27
D.	Three Mountains Event Steward Checklist.....	30

Don't

Panic

I. Introduction

Following is a set of resources for a new autocrat. This was written for the Kingdom of AnTir and with the Customary of the Barony of Three Mountains in mind.

Long ago running an event took a lot less paperwork and involved a great deal less communications. Now, well, there's a fair bit of paperwork wound through what Event Stewards do. This is also a guide to the forms and procedures an Event Steward needs to use. DO NOT assume that this is all inclusive – this guide was written in 2013 in the Barony of Three Mountains – Things change. Make sure you're using the current versions of the forms. When in doubt, check with other autocrats and the current seneschal.

II. What's an Autocrat - I mean Event Steward

From AnTir Kingdom Law: The Event Steward is the branch deputy seneschal assigned to a specific event and responsible for the administration and execution of that event. All event stewards must be SCA members¹.

From Barony of Three Mountains Customary: An Event Steward is a person to whom the Baronial Council has given sole responsibility for the management of an event.

III. Creating a bid

In Three Mountains, the Customary requires that the bid be presented to the council and it must have the following information:

- The nature of the event (feast, tournament, etc.)
- Proposed date and time
- Proposed site
- General budget
- Event steward
- Contingency deputy
- Consulting steward if necessary
- Primary event crew (Gate, Master of the Feast, etc.)
- Full and complete contact information

The larger the event is planned to be, the sooner the bid needs to get to the council for approval.

A. Getting a date

Calendar dates are on a first come, first served basis and can be reserved up to two years in advance² with the following exceptions: Once a Crown, Kingdom and Principality event has been awarded to a Branch, the Date Reservation Form (DRF) must be submitted and the Event Information Form (EIF) can be submitted. For a Crown, Kingdom or Principality Event, the EIF *must* be submitted 3 months in advance of the event.

An event date is reserved by submitting the Date Reservation Form to the Kingdom Calendar.
Note: If you know that your planned event will not be taking place on a date you reserved, release the date immediately so someone else can use it.



¹ AnTir Kingdom Law

² AnTir Calendar Procedures

1. *Levels and Tiers*

When you fill out the Date Reservation form, you'll have to designate whether your event is Level 1, 2 or 3.

a) *Level 1 Event*

A Level 1 event may be scheduled even if Level 2 events are already registered with the Kingdom Calendar.

A Level 1 event may not be scheduled if another Level 1 event is already registered with the Kingdom Calendar, and is within the event's conflict zone.

Baronies are allowed three Level 1 events each year

Shires are allowed one Level 1 event each year

The NMS must be applied to Level 1 events for which a full announcement including date, time, and place has been published in advance in the Kingdom Newsletter and for which a fee or required donation to attend the event is charged.

Level 1 Event Examples:

Crown events (crown tournaments and coronations)

Coronet events (principality coronet tournaments and investitures)

Kingdom events (Kingdom A&S, AnTir/West War, Crown Council)

Principality events(Quad War, Avacal/Tir Righ War)

Other Events (Sport of Kings)

b) *Level 2 Event*

Branch events where no kingdom or principality business is expected to be conducted

A Level 2 event may not be scheduled if a Level 1 event is already registered with the Kingdom Calendar and is within the event's conflict zone³.

A Level 2 event will not be "bumped" from the Kingdom Calendar even if, after the paperwork is submitted, a Level 1 event is scheduled with the Kingdom Calendar and is within the event's conflict zone. They will both be able to go forward⁴.

The NMS must be applied to Level 2 events for which a full announcement including date, time, and place has been published in advance in the Kingdom Newsletter and for which a fee or required donation to attend the event is charged.

c) *Level 3 Event:*

Local events that will be only of local interest - For example: Tavern nights, and Phoenix Tourneys.

Level 3 events do not go on the Kingdom Calendar.

An event can also become Level 3 when you've forgotten to file the paperwork correctly...

Note: Level 1 and Level 2 events used to be called Tier 1 and Tier 2 events.

³ AnTir Calendar Policy (2010)

⁴ AnTir Calendar Policy (2010)

2. Conflict Zones

The Kingdom Seneschal(e) sets the conflict zones. The conflict zones were created to keep too many events in the same area from happening at the same time. This also allows events held by small branches to keep from being overshadowed by larger branches.

The standard Conflict zone was calculated as 2 hours travelling distance from the branch's established border⁵. When in question, ask your Seneschal.

B. Making a budget

Everyone will give you their opinion on how to set the budget. Think about what the event really needs to work and budget for that – everything else is icing.



1. Things to keep an eye on:

- Plan bathrooms/biffies for the largest reasonable number of people who could attend.
- The Miscellaneous budget is for the little things the event will need like toilet paper, pens and batteries. Little things add up fast. Site tokens are notorious for eating up unexpected amounts.

2. Sample Budget

Estimated Expenses	
Garbage	\$350
Toilets	\$800
Truck Rental	\$300
Insurance	\$50
Printing	\$100
Waterbearing	\$100
Misc	\$400
Total Expenses	\$2,100

Site Cost	
per person per night	\$2.40
Nights	2
Estimated people	325
Total Site Cost	\$1,560.00

Totals	
Expenses	2100
Site Cost	1560
Total Cost	3660
Total Income (Est. Gate 325)	4875
Estimated Profit	1215

Break even attendance	240
Member site fee	15
Total income	3600

⁵ AnTir Calendar Policy (2010)

C. *Setting a site fee*

There are several things to consider when setting the site fee.



1. *Similar events*

- What are typical site fees in your area right now?
- Are events breaking even with those site fees?
- How many people have come to this or similar events in the recent past. If you divide your total expected expenditures, by that number of people, do you have a reasonable site fee?

2. *Children and Youths*

If you are going to have a children or youth site fee, are you going to have children's activities? It is reasonable for parents to assume that if they are paying for their children to come to an event, there will be activities they can participate in.

3. *Family Caps*

The purpose of a family cap is to lower the site cost in a way that allows a family to attend an event together. With 2 adults and 3 kids, it's not uncommon to pay more than \$50 for regular site fees. Family cap is usually set as a couple of dollars less than the total site fee of 2 adults and 2 minors attending an event.

Family Caps aren't defined by kingdom or society law, so if you use one, be explicit in how you are using it and who is included in a family cap fee. Make sure your reservation and gate staff knows how you have defined the family cap for your event.

Generally, a family cap is 2 adults from the same mundane household and 2 or more children that are biologically or legally dependants of those adults. This definition allows for domestic partners, married couples and same gender couples and their children to attend an SCA event together. Yes that includes biological, adopted and foster children. No, that does not include the friends of children being brought along for the weekend.

A family cap should never be interpreted as applying to an SCA household even if they are living at the same address.

D. *the NMS and do I have to do something about it?*

The NMS (Non-member Surcharge) is money in addition to the site fee that non members pay. The money collected as NMS is not part of the event budget and is not kept by the group that is hosting the event.

1. *NMS rules*⁶

- NMS must be applied to events for which a full announcement including date, time, and place has been published in advance in the Kingdom Newsletter and for which a fee or required donation to attend the event is charged.
- The NMS may be applied, if the branch chooses, to any other Level 2 or 3 events.
- The NMS will not be collected if there is no fee or required donation to attend the event
- The NMS will not be collected for minors for whom there is a discounted event fee
- The NMS will not be collected for any adult for whom an entry fee or required donation is not collected, even if others are required to pay at the same event.

⁶ SCA NMS Policy

Note: If a family cap is used, the NMS still applies to each of the non-member adults under the family cap.

2. Proof of Membership

There are 3 valid forms that prove current membership. Unfortunately, a person's word that they have paid their membership fee is not valid proof.

- Blue Card: A blue membership card issued from the Registry.
- White Card: A white membership card issued from the
- Website Receipt: The Website receipt from <https://secure.sca.org/membership/> is a valid temporary proof of membership. The member will need to sign a waiver at gate.

E. Finding a site

1. Places to look

Ask other autocrats in your area – they may already know the perfect site for your event.

Local parks – city, county and state all have different listings

Community centers

Fallow farmer fields

Schools and churches

Grange halls

County Fairgrounds



2. An incomplete list of site considerations

Here are a few things to think about when you're considering a site:

How far is the site from the nearest city?

How big is the site?

How many people can be on the site?

Parking lot capacity

Permanent structure types and count

Water source on the site (municipal, well, or other)

How many spigots?

Are there flushing toilets? How many?

Will Biffies be needed? How often will they be serviced (emptied)?

Are there RV spaces on site? How many?

Is there trash pickup on site or will a dumpster be needed?

Will the garbage need to be packed off site after the event?

Is equestrian activity permitted? Are there equestrian facilities?

Is archery permitted?

Handicapped facilities provided by the site

Alcohol policy for the site

General pet policy

Grounds use limitations (Are stakes permitted, Is camping only allowed in some areas, etc.)

How far is the camping area from the parking area?

Will the site allow temporary parking at the camping location for loading/unloading

What is the policy for fire pits and other open flames?

3. Other things you should know about sites

Owners (in whole or part) of property on which an event is to be held, or their immediate families, may not be the event steward for said event, nor be part of the event steward team.⁷

The allowance for admission and control of pets shall be determined by the event steward. If no other determination is made, all animals shall be leashed or otherwise physically secured at all times. All pet owners are responsible for the cleanup and removal of their pet's waste⁸.

IV. Insurance



A. *The short version*

1. There is insurance
2. Sometimes there is paperwork to get additional insurance
3. There are fees if you need to get additional insurance
4. Insurance does not cover participants for injuries or property
5. Horses are pretty and require more paperwork. This applies to official practices and demos representing the SCA, not just events. Contact the kingdom equestrian officer with any questions before hand.
6. Try to avoid claims

B. *The Longer version*

1. “Most site owners require some sort of evidence that the SCA Inc. has liability insurance. To provide documentation, the ‘Proof of Insurance’ certificate is distributed to the Kingdom Seneschals toward the end of each year”.⁹ The certificate is then distributed to the branch seneschals.
2. “An ‘Additional Insured’ Certificate may be requested for those site owners who require a higher level of protection. It specifically names the site/owner/managing organization as additionally insured on the SCA, Inc.’s policy. An Additional Insured certificate can be obtained from the Insurance Coordinator at the SCA national office – place your order at least 6 weeks in advance of the event”¹⁰
3. The fee for the ‘Additional Insured’ certificate is \$50. If you need the certificate in less than 6 weeks you will pay a lot more for it.
4. “...The SCA insurance does not cover participants for injuries to their person or damages to their personal property. This is why the SCA requires waivers, which offer protection for the corporation and its officers.”
5. “A special insurance fee must also be paid to activate the SCA Equestrian Policy whenever equestrian activities are scheduled for an event.”¹¹ This applies to official practices and demos representing the SCA, not just events.
6. Try to avoid claims¹²

C. *The Long Version*

See the Society for Creative Anachronisms Seneschals Handbook online – there is a section called “Insurance and the Event Steward” <http://www.sca.org/docs/pdf/SocSenHandbook-200510.pdf>

⁷ AnTir Kingdom Law

⁸ AnTir Kingdom Law

⁹ SCA Seneschals Handbook

¹⁰ SCA Seneschals Handbook

¹¹ SCA Seneschals Handbook

¹² SCA Seneschals Handbook

D. Requesting additional insurance

The instructions for requesting the additional and/or equestrian insurance is at <http://www.sca.org/docs/pdf/insurancecert.pdf>. There is no form, just a list of information they need and how to pay for the certificates.

V. Setting the schedule

A. Spread sheets are your friend

Putting everything that will be scheduled into a simple excel spread sheet is the easiest way to make sure over-scheduling and double-scheduling aren't happening. Early in event planning, the schedule is simple. A couple of weeks before the event, you'll start getting requests to 'make this class later' or 'make the tournament earlier'. If you keep a spreadsheet up to date, you can see when you can easily accommodate a reasonable request, when you'll have to make some calls, and when you just can't move something.

1. Sample Schedule

Clipboard								Font								Alignment								Number							
N44																fx															
A		B		C		D		E		F		G		I																	
Schedule By Track																															
		Heavy Fighters / War Field		Youths		Classes		Competitions		Archers		Fencers																			
30	Saturday	8:00 AM																													
31		8:30 AM																													
32		9:00 AM										Archery Range Open - Duncan																			
33		9:30 AM								Seige Cooking supplies handed out - Airmad - where?																					
34		10:00 AM		War - Attiais & Felix		Craft Table Opens - Shea & Pendisha		Early Roman Cuisine - Eulalia Piebaker		Adult Axe throw - Armand																					
35						Dragon Egg Hunt Starts (ages 10 and under) - Shea & Pendisha																									
36						Something Bigger Starts (10 and over) - Shea & Pendisha																									
37						People Scavenger Hunt Starts (10 and over) - Shea & Pendisha																									
38		10:30 AM				Siege Engine Construction Begins - Shea & Pendisha																									
39		11:00 AM												Armor Inspection																	
40		11:30 AM				Axe Throwing Begins - Shea & Pendisha																									
41						Hunnic lasso Begins - Shea & Pendisha																									
42		12:00 PM												Tournament																	
43		12:30 PM																													
44		1:00 PM				Face Painting Begins - Shea & Pendisha		"A Survey of Unusual Things about Life and Times in Ancient Rome" - Baron Titus Antonius Archelaus, Proconsul		Decorated Useful object Drop off - Airmad		Novelty Shoot																			
45		1:30 PM				Axe Throwing Ends - Shea & Pendisha				Adult Hunnic Lasso - Armand																					
46						Hunnic Lasso Ends - Shea & Pendisha																									
47		2:00 PM				Youth Combat Armor Inspection and Lists Begins - Sable								Melee																	
48		2:30 PM				Youth Combat Begins - Sable																									

B. Double Scheduling

A schedule like the one above will show you when your staff has developed Helium hand and volunteered to do more than one thing at the same time. The earlier you catch them doing it, the easier it is to fix the schedule or find additional volunteers.

C. *Flex time*

No matter how good your schedule is, it won't happen exactly the way you planned it. The tournament that had 5 fighters last year might have 40 fighters this year. Make a thoughtful estimate of how long something will take, and then tack some time on the end before you put it on the schedule. You need to leave wiggle room in the schedule so when one thing goes long, it doesn't back up everything else that needs to happen in the same spot.

Flex time works both ways: If the tournaments ended early, the crown or coronets may want to start court earlier than was posted on the schedule. Don't panic, that's why you have town criers.

VI. *Special Activities*

There are some activities in the SCA that take extra planning and some specialized input. Combat, archery and equestrian activities all require the input of a specialist during early event planning to ensure that their safety requirements can be met by the site and the stewards team.

Don't assume you know what the current requirements are for all of these areas. The rules change regularly and can vary based on the particular activities being planned. Have a chat with your baronial officers and save everyone (mostly you) unnecessary stress. It's their job to be up to date on the requirements; it's your job to make sure the requirements can be met on site or negotiate their needs to something that can be accommodated safely on site.

A. *Combat*

The below needs to be verified separately for Heavy combat, rapier combat and youth combat. Their needs are similar, but not always identical.

1. *For tournaments*

- How many erics will be needed for the planned activities? Make sure your list mistress is aware of this as well.
- How big do the erics need to be?
- How wide do the walkways around the erics need to be?

2. *For Wars*

- How big does the war field need to be?
- How big does the clear area around the warfield need to be?
- Does that account for combat archers if they will be part of any scenario?

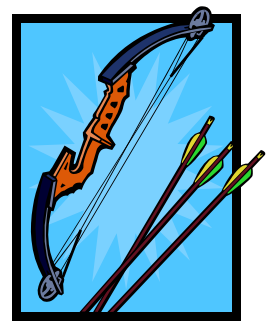
*Bonus Question: Do you have access to enough eric flagging and eric poles to safely designate all of the erics and walkways that are required? Or do the war scenarios or tournament styles need to be altered?



B. *Archery*

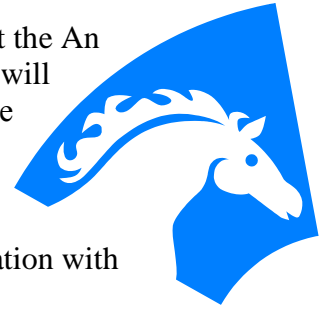
- How big does the archery field need to be?
- How big does the safety zone need to be on the sides of the archery range?
- How big does the safety zone behind the archery range need to be?
- If crossbows are going to be used, have the legalities of that been accounted for? This varies by state, country and site; make sure you know the answer before you get on site.

*Bonus Question: Do you have access to enough flagging, poles and backdrops to safely designate all of the areas that are required?



C. *Equestrian activities*

If there are going to be equestrian activities at your event, take a look at the An Tir book of Horse. The link is in the resources section of this document. You will see there are a great many rules and waivers required. Don't panic, just arrange a time as early as possible to sit down and talk to your baronial equestrian marshal and/or equestrian marshal in charge. Ask them what they will need for the equestrian activities. Below are some starting questions you'll need answers to. This is not an inclusive list, this is just a place to start the conversation with the Equestrian Marshal in Charge (EMIC).



By kingdom law, the Equestrian Marshal In Charge must be a senior equestrian marshal. If there is not a branch equestrian officer or a senior equestrian marshal in the branch, contact the Kingdom Equestrian Officer for help recruiting an EMIC. An local equestrian can be appointed by the event steward to serve as the equestrian steward if the EMIC will be coming from several hours away. It helps if the equestrian steward is a Junior Equestrian Marshal but it's not required.

- Will you need equestrian waivers at gate?
- Who will print and bring the equestrian waivers?
- Who will order the equestrian insurance? It's required if there are horses, so, it's a question of who, not if.
- How much space will be needed for the equestrian activities? An absolute minimum is 150' x 300' for the competition field alone. That does not include portable corral space or camping.
- What camping and water requirements will the equestrian area have? There must be water the horses can drink.
- What road layouts will be needed to accommodate the horse trailers and accoutrements? There are a lot of logistical considerations in hauling in large trailers with live animals, portable horse corrals, etc.
- Do the planned traffic patterns allow for a safe equestrian procession?
- Do you have access to all of the flagging, and poles necessary to safely designate the areas required? These areas will need to be clearly marked long before the activities are scheduled to start because in the dark, people easily mistake the equestrian field for an unclaimed camping area.
- Does the site have any special restrictions: for example, do the site owners prohibit portable electric corrals, or does all manure need to be removed from site, etc.
- What is the evacuation plan (if you have one you won't need it - Murphy's Law)

VII. *PreRegistration*

A. *People*

If you need to do preregistration, there is an easy way to do it: ACCEPS. ACCEPS for the SCA is hosted on the kingdom of Ansteorras' website – the website address won't say AnTir, that's ok. The instructions for getting set up on ACCEPS are here: http://acceps.ansteorra.org/acceps_info.php and they are very straightforward. There is a form, some approvals you'll need from local officers and you'll need to designate an ACCEPS registrar as a contact point. ACCEPS will cost \$15 from the event funds to get set up, and then a \$1 fee will be charged to each credit card when a person uses the site to pre register. *ACCEPS stands for Ansteorra Credit Card Event Payment.*

There are other ways to do preregistrations. You can do a form and have people mail in checks. There's nothing wrong with doing preregistration that way, but it will take more work and organization.

B. *Merchants*

Yes, Merchants are people, but their booths aren't and generally have different needs than people. If the event will have merchants, consider pre-registering them so you know how much space each merchant will need, whether water or power is required, etc. This can be done with ACCEPS, but generally it's still simpler to do through email or snail mail.

C. Horses

If there are equestrian activities, talk with your Equestrian marshal in charge about pre-registering the horses. They will probably want to require horses to pre-register and they should have access to the forms and process needed for pre-registering.



VIII. Publication

Before you publish anything, find out what requirements there are on an Event Steward in your barony. You may need to do advance planning to get event copy: In Three Mountains "all copy, flyers or other means including electronic by which the Event Steward chooses to advertise the event must be approved by the Seneschal(e) prior to publication or dissemination."

A. Crier submission¹³

1. Step 1

All events must have an Event Information Form (EIF) on file with the Kingdom Calendar Deputy (calendar@antir.sca.org) before event copy can be published in the Crier. If you live in a principality, send your EIF (with plenty of time for processing, please!) to your Principality Calendar Deputy. The Kingdom Calendar Deputy's deadline remains the 15th of the month, 2 months before publication.

2. Step 2

Send event copy to crier-copy@antir.sca.org. The Crier deadline is the 15th of the month, 2 months before your event takes place. (May 15th is the deadline for the July issue).

Please put the EVENT DATE & NAME in the subject line

Do NOT send multiple submissions. To conduct official SCA business at an event (presenting awards, Crown lists, etc.) event copy with the information requested below must appear in The Crier (Kingdom Law Article V.5).

3. Formatting

- The text for publication can be in the body of the e-mail, or attached as a *.doc, *.docx, or *.txt file. NO zipped, *.odt, *.wpd, or *.wps files.
- Simple formatting please – no indents, borders, boxes, boldface, fancy fonts, underlines, or tabs.
- Event copy is limited to 350 words.
- Extraneous language is fun but may be pruned to create room if we're tight.

4. Required Information

The following information must be included in the copy sent to the Crier. Without this information, your copy will not be published.

- Official SCA event title (as it appears on the kingdom calendar)
- Name of the sponsoring group

¹³ From HL Godith d'Arcy, AnTir Kingdom Chronicler, April 2012

- Event dates (day, month, year)
- Mundane location of sponsoring group
- Autocrat's name (society & modern), phone number and e-mail address
- If a fee is charged, the statement "Make checks payable to (group name, SCA Inc.)" must be included; international groups, please use "Make checks payable to (group name)."
- If there's a fee, the \$5 non-member surcharge must be mentioned (see NMS policy). If there is no fee or required donation, please say so.
- Site location (mundane name, street address, town, and postal/zip code if available).
- Hours: when the site opens & closes.
- Explicit driving directions are strongly recommended (and required for any site that has no street address). Please drive and double-check your directions.

B. Branch Newsletters

Putting event copy in the hosting branch's newsletter is required by kingdom. Every branch has requirements for what must be included in the copy before it can be published – check with the local Chronicler. At a minimum, it will need the same information required for the Crier.

If your event will appeal to nearby groups, send your event copy to the nearby branch chroniclers for inclusion in their newsletters.

C. Email Lists

Lists are a great way to advertise an event and get people excited about attending. Figure out who will be interested in activities at your event and make sure those groups know about it. Nearby baronies might want to know about the event in general. If there are specific activities, make sure the people who will be interested know they're happening. There are email lists for fencers, heavy fighters, weavers, embellishers, cooks, etc.

You don't have to be a member of all the lists. If you write the copy, you can ask someone in that community for their input and ask them to forward it to the group they are a member of.

D. Fliers

Often, this is biffy copy: post it on the inside or outside of the door of and you've got a captive audience. If you create fliers, here are some general guidelines:

1. Make sure the titles are big enough to be read from several feet away
2. Keep it simple – People's eyes glaze over if there's too much on the page
3. Be polite – When in doubt, ask if you can put a flier up
4. Do not put your flier over someone else's flier

E. Site Copy

Site copy doesn't have to be fancy, it does have to be useful. If it's not immediately or obviously useful, people will just discard it and you will have wasted the time spent making it and the money used to print it.

Here's what site copy should have whenever it's applicable:

1. A detailed schedule with times and locations.
At the top of the schedule, put 'Schedule subject to change without notice' because it will happen at least once. It's still worth publishing the schedule for all the things that will happen on time in the expected places.
2. A map of the site.
Where is the parking lot, eric, meeting rooms, royal pavilion, merchants etc. It doesn't have to be precise; it just needs to be generally useful. A sketch works just as well as a work of art.

3. Site safety issues.
Anything that people would reasonably need to know about the site that they are on. Is the water on site potable, are there any fire warnings, rivers, lakes, etc.
4. Other information
Is there anything else as the steward that you need people to be aware of? Is there a time after which the event needs to be quiet because of neighbors? How far above the ground do the fire pits need to be? Are there dumpsters for garbage or do people need to take their garbage with them.
5. Blank space
If you've got a chunk of blank space on your site copy after you've said everything that needs to be said, use it for something fun. Put in a coloring page for kids, get one of your local artisans to write a brief article, print the lyrics to a song if there's going to be a bardic. The event paid for the paper and the ink, there's no reason to waste any of it if there's fun to be had.

IX. The Internet

The internet is the face of your event to a lot of people. This is particularly true in An Tir: the Pacific Northwest has been the most wired region in America since 2000 and more than 80% of all Canadians use the internet regularly. As people opt out of the hard copy of the crier, they'll be looking online even more for event information. We love our internet.



A. Kingdom Calendar Page

As soon as your event has cleared the kingdom calendar, you will receive a link to your event page on the kingdom website. Be sure to keep that page up to date with any information people will need before they arrive on site.

B. Event Web Pages

You don't need a fancy or complicated web page. They're great if you have someone who can create and maintain them, but you don't need one. What you do need is something easy to read and easy to use.

- Simple is good - When in doubt, keep it simple.
- Navigation should be intuitive - Links and buttons should be the same on every page and run top to bottom
- Colors - use a consistent set of colors and make sure there is a good contrast between the text and the background.
- Check your website for errors each time you make a change. Make sure the links all work and the buttons do what they're supposed to.

X. Contact lists

Make a contact list of everyone you are working with for the event and how to contact them. It's an easy way to prevent stress you don't need. Put that list in your email so you can access it from almost anywhere and put a hard copy in your event binder.

XI. Officers

The branch officers are the first people you need to talk to about their particular domain at your event. It's part of their duties to help with your event. How much they help with the event depends on what your branch requires and what the person performing the office wants to do beyond those duties.

Here's an example

You're going to have a tournament: talk to the Baronial Marshal first. If they are going to be at the event and are willing to be Marshal in Charge, your job just got simpler. If they are not going to be at the event, they can find someone else to be Marshal in Charge: Or you could suggest someone who volunteered to be Marshal in Charge. Everyone including officers love volunteers – they're good ~~fodder~~ potential candidates for deputies.

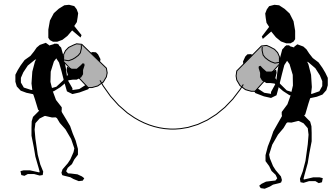
What you should not do is pick someone to be the Marshal in Charge first, and then inform the Baronial Marshal.

A. Officers you'll want to talk to

- Seneschal - The seneschal is the person who can sign contracts like site reservations on behalf of your group.
- Knight Marshal – Your marshal is the de-facto Marshal in Charge for local events. They can and often will delegate that to someone else: that is their prerogative.
- Exchequer – See below...
- Minister of the Lists – If there will be a tournament, make sure they know about it and have a chance to set things up for you.
- Minister of Arts & Sciences – If there are displays, competitions, classes, etc. the A&S officer can help.
- Herald – If the site is large enough for town criers to be useful or if there will be court check in with them.
- Gold Key – Don't just assume it will magically appear on site.

B. Communication

Start talking to the officers early in event planning. If you need their help, ask them for it as soon as you think of it. Officers (and everyone else) get grumpy when you assume they'll just take care of something and never actually ask.



Always say 'please' and 'thank you' to the officers – not many people do.

C. Deputy Event Steward

Deputies are often required - but even if they're not required in your area, they are a very good idea. A Deputy Event Steward should be up to date on everything that's going on with the event and capable of taking over if something happens to you. Illness and family issues happen – you will be able to deal with them more easily if you can walk away from the event you've worked on with a clear conscience.

If you're a hard copy, stack of papers person, keep all your event documents in a clearly marked binder or folder. Aside from making your life easier, you can just hand it to your deputy if you need to and know they have all the information you do.

If you're a digital file kind of person, just cc your deputy on your docs and emails as the event progresses.

D. Keep the Exchequer Happy

The exchequer is responsible for keeping track of all the money. You can make their job incredibly hard very quickly if you're not paying attention.



1. *Financial policy*

Every barony has to have one. You care about this, because it dictates how and when you can ask for money for your event.

2. *What you need to do for the exchequer*

How does the exchequer want to receive receipts? There is probably a form similar (or identical) to the Cheque Request Form in the last section of this document. Ask what form the exchequer wants you to use.

How often does the exchequer want to receive receipts? Do they want them as soon as they are spent, or in monthly bundles?

For your own sanity, have the volunteers give you their receipts for the event and ask the exchequer to not accept receipts from anyone but you. This allows you to know whether you're within budget or not and prevents some unpleasant surprises.

Make sure the person you put in charge of gate is acceptable to the exchequer. The person in charge of gate must deal with the money in a way the exchequer finds acceptable – In the case of Three Mountains, it is part of the customary that the event steward must provide a person for gate that the exchequer finds acceptable. This isn't about personalities so much as accounting skill and accountability.

3. *Getting approved receipts*

Be very clear with all your volunteers that they can NOT spend event funds unless you have authorized it first and that no reimbursements can happen without receipts.

4. *Refund Policy*

If you need a refund policy it should be approved by the Seneschal and Exchequer, and then included in event copy.

XII. Gate

Running gate needs a class all of its own and if you've never run gate, it's worth taking a class before your event if you can. Here's the short version: There's a good bit of paperwork and money that needs to be carefully tracked in an occasionally chaotic situation. Delegate this to someone who you are comfortable understands what they are doing and meets whatever requirements your area has for gate.

A. *Local Requirements for Gate*

Find out if your area has specific requirements for running gate. Three Mountains has a specific policy in the customary for the person running gate: *No more than one person shall be responsible for putting money in and making change from the cash box per shift. When Gate closes, the Gate person shall count the cash box in front of the Chancellor of the Exchequer, or their Deputy. The Chancellor of the Exchequer or Deputy shall recount the money in front of the Gate person. Both the Gate person and the Chancellor of the Exchequer or Deputy shall sign and date a receipt of monies received.*

B. *Gate Sheets*

The Sign in sheets and waivers used in AnTir can be found here:

<http://www.antir.sca.org/Pubs/forms/#autocratting>

C. *Check with the Exchequer*

Make sure your gate person and the exchequer are talking with each other before the event. They should be agreeing on procedures and forms before they ever get to site.

D. Proof of membership

Make sure your gate staff are aware of how membership proof must be provided. See the NMS section of this document for a quick reference.

XIII. Reporting to council

What does your local group expect from you in the way of communication? Is it a written monthly report, or are you expected to come to council each month and present a report?

XIV. Miscellany

A. Baronial requirements

Beyond the practical running of the event, the barony may have specific expectations of Event Stewards. Three Mountains has the expectations documented in the 3M Baronial Customary. In the Appendices is a checklist for complying with the 3M Customary.

XV. Volunteers - getting and keeping

Ask early and often. You're going to need a lot of help before, during and after the event.

Keep track of who has volunteered for what. You need to make sure overly enthusiastic people haven't volunteered to do mutually exclusive activities. No one can be a marshal on the war field and teach a bow making class at the same time.

Check in regularly with your volunteers – people will eagerly agree to help out when you asked in December and by April completely forget that they were going to help in June.

A. A short but not comprehensive list of non-officer event staff

- 1. Set Up*
- 2. Tear down*
- 3. Volunteer Coordinator*
- 4. Parking*
- 5. Land Master*
- 6. Water Bearers*

There used to be an office called Water Bearer – that no longer exists. However, it is still acceptable to use SCA money and a volunteer to do water bearing activities.

From the Corpora Water Bearers Announcement:

“Does it mean that we can't use SCA Funds to purchase water, Gatorade, food, etc for the fighters?”

The answer is yes, groups, including kingdoms and the major wars can still use SCA Funds to purchase supplies and food products for the populace's use. Donations can still be taken for this but instead of it going to the Water bearer's Fund; it will have to be placed into a

different Fund. I will be discussing this with all the kingdom exchequers. The group funds currently set aside for water bearing would still belong to the group to purchase water, etc. It just not labeled as belonging the guild/office anymore”¹⁴.

XVI. Delegate

No matter how tempting it is to try, you can't do it all yourself. Delegate everything you possibly can to capable people. Check in with them often, make sure they have what they need and let them do what they've volunteered for.

XVII. Comping people - who, and getting that to gate

Before the event, make a list of all the people who need to be comped in. Often that will be the coronets, officers & champions who have duties to perform at the event and some portion of the event staff. If your group requires it (like the barony of Three Mountains), present that list at council for approval before the event.

Visiting dignitaries will not always know that they will be comped to your event, so along with their name & title in the gate comp list, include a picture of them. Landed Coronets and crowns generally have their pictures posted online: it only takes a minute to copy those pictures into the gate comp list. As a bonus, your gate crew looks good when they greet visiting coronets by title when they arrive on site.

Do not forget to print out the comp list and hand a copy to Gate. Keeping a spare copy in the event binder is also useful.

XVIII. Care and feeding of an Event Steward

A. Venting

You're going to be frustrated a time or two before the event is over and it will be caused by people involved with your event. They're probably not bad people, they were just the last or biggest needle poking at your calm. Have someone you can rant to who won't pass it along.

B. Panic

At some point, you will. It's normal. Just after your bid is accepted and a about halfway between your bid and the event date are pretty typical panic points. Take a deep breath and remind yourself that we do this for fun.

If you legitimately feel overwhelmed, call someone else who's been an Event Steward and talk your concerns through with them.

C. Doing too much

Delegate as much as you can as often as you can. You can't do it all – no one can.

D. Food

You need to eat during the event. Plan ahead. Either make sure your food is made ahead of time and easily accessible, or even better, see if someone is willing to keep you appropriately fed during the event.

E. Ask questions



¹⁴ Corpora Water Bearers Announcement. See Links page for location

There are lots of people who have run events and are happy to share their experiences: don't hesitate to ask questions.

F. Event Binder

While you are planning your event, you are going to accumulate a lot of information. Figure out a system that works for you to keep track of all the information you accumulate. If you're a paper type person, keep all of the papers you accumulate in some kind of binder. If you're an electronic type person, keep an email or other online folder with all the information. Just before the event, spend a little time making sure you have a hard copy of all the information you might need on site. That one piece of information you were sure you wouldn't need and didn't print out, will be the piece you want.

Here's a short list of things that could go in your event binder. And yes, it should be a binder, not a folder – the last thing you want is to have a dozen papers trying to learn how to fly when you grab something out too quickly to look at.

- Event staff information: SCA and modern name, email, cell phone number and job title.
- Site copy: At least one copy of the final site copy that you can use for reference
- Schedule: The full event schedule in table format so it is easy to read and share
- Emergency Sheet: contact information for the local Emergency room, Urgent Care, Police and Fire departments. (If you have a cell phone, these numbers should also be programmed into your phone before the event starts)
- Local amenities map – Local banks, restaurants, grocery stores, and closest fax machine.
- Services contacts: All the business hour and after hours contact information for any services that were contracted for the event. Biffy companies, equipment companies, etc.
- Contracts: every contract, order or other monetary transaction should exist in the binder when you arrive on site.

G. Event Steward bag

This is a contingency bag – very similar to what retinues carry for Baroness', princess and queens. Having a contingency bag as an event steward is entirely a matter of preference – a lot of event stewards don't have one and never miss it. I always have one. I fill it up before I get on site, and it's on my person all event long.

Generally I find that if everything is in the bag, I won't need any of it. If something is not in the bag, it will be the one thing I need. Having said that, the bag is always nearly empty by the time the event is over, because the supplies will have been given, piece by piece to my staff.

If you decide to carry an Event Steward bag, don't put anything extra in it. Added weight is not your friend.

1. Contents

The event planning binder: maps, contact info, copies of all contracts, schedule, etc. and blank paper.

2 Chocolate bars

2 power bars – something with protein

Travel size bottle of aspirin

2+ pens

2+ pencils

Refillable water bottle

Sunscreen

Cell phone

Tampons/pads



Little thank you tokens to hand out

XIX. Saying Thank you

Always say thank you. All most people want is to feel like the time they spent on the event was worthwhile. People who don't feel appreciated are unlikely to help out you or anyone else at a later event.

Figure out what you're comfortable with saying or doing as a thank you. Do you like writing thank you notes and handing them to people, do you like giving gifts or do you like walking up to people, hugging them and saying thank you. Or is it something else entirely?

If you like giving gifts, keep a careful eye on how much they cost. It can add up very quickly. And if you want to craft something to keep the costs down, keep an eye on how much free time you really have while you're planning the event.

Here's what makes me happy: I like having 2 dozen or so small thank you gifts in my basket with me throughout an event. I hand them out to volunteers when I see them and thank them for their efforts. Generally, that means I'm thanking them in front of one or more people they know. I tend to like candy and food as gifts – it's not very expensive, it's individually wrapped and it will be put to use the same day it's given to a person. If I'm using food as gifts, I also try to have 2 or three non-food gifts for people who have allergies.

Other items that work well:

- Strings of beads
- Necklaces or bracelets
- Hand written thank you notes
- Spice packets
- Trim

A. Event Steward gifts

It is customary in some places for the Event Steward to be given a gift of several pieces of largesse during court at the event they are running. If it's possible, redistribute some or all of the goodies you receive to your staff right after court. It's a little like making Christmas happen.

B. Saying thank you in court...

This is a really good way to thank people, but don't make it sound like an Oscar Awards acceptance speech. Keep it short.

C. Indirect thanks

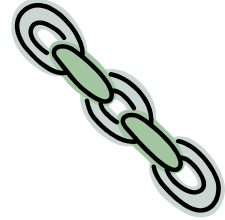
From the start of planning the event until it's finally closed, keep a list of who has helped out and what they've been doing. As soon as the event closes, while the details are still fresh in your mind, write all the recommendation letters you think are appropriate. You are the person their Excellencies and Their Majesties are looking to for award recommendations.

XX. Final report for council & Post mortem

When the event is over, you'll need to do a final report for council. The Kingdom Event Report form is an easy formulaic way to cover the wrap up. Beyond that, talk with your staff and ask what they felt went right and wrong and what could have been easier or better.

Very last, gather up all your notes and files, put them into a folder, label it, and put it on your shelf. If you ever run this event again, you'll have a lot of the leg work done before your start. And if someone else runs the event next year, you can hand them a copy of all your work – why make them reinvent the wheel.

XXI. *Links & resources*



A. *SCA*

1. *SCA Seneschals Handbook*
<http://www.sca.org/docs/pdf/SocSenHandbook-200510.pdf>
2. *SCA NMS Policy*
<http://www.sca.org/docs/finpolicies/NMSPolicy.pdf>
3. *SCA WaterBearer Announcement*
<http://www.sca.org/docs/finpolicies/WaterbearerAnnouncement.pdf>
4. *SCA Insurance Certificate Ordering Instructions*
<http://www.sca.org/docs/pdf/insurancecert.pdf>
5. *Interkingdom Equestrian Competition page*
<http://www.scaikeqc.org/>
6. *SCA equestrian handbook*
http://sca.org/officers/equestrian/pdf/equestrian_handbook.pdf

B. *Antir*

1. *Antir Kingdom Law*
http://www.antir.sca.org/Pubs/Laws/Laws2012/AnTir_Law_May_2012.pdf
2. *Kingdom Reference Shelf*
<http://www.antir.sca.org/Pubs/index.php#reference.shelf>
3. *Kingdom Event Policy*
http://www.antir.sca.org/Pubs/forms/kingdom_event_policy.pdf
4. *Antir Forms List*
<http://www.antir.sca.org/Pubs/forms/>
5. *AnTir Calendar Policy (2010)*
<http://www.antir.sca.org/Offices/Seneschalate/CalendarPolicyJan2010.pdf>
6. *AnTir Calendar Procedures*
<http://www.antir.sca.org/Offices/Seneschalate/CalendarProceduresJan2012.pdf>
7. *AnTir Check Request Form*
This is a form to request reimbursement
<http://www.antir.sca.org/Offices/Exchequers/ChequeRequest.doc>
8. *An Tír Equestrian Web Page*
<http://www.antir.sca.org/Offices/Marshallate/Equestrian/eq-rules.php>

9. *An Tir Book of Horse*

http://www.antir.sca.org/Offices/Marshallate/Equestrian/forms/AnTir_Book_of_Horse_2010.pdf

10. *Event Information Form (EIF)*

http://www.antir.sca.org/Pubs/forms/0203_DRF{EIF_SAVE.pdf (yes, the EIF and DRF are the same)

11. *Date Reservation Form (DRF)*

http://www.antir.sca.org/Pubs/forms/0203_DRF{EIF_SAVE.pdf (yes, the EIF and DRF are the same)

C. *Other resources*

1. *Autocrats have to be flexible - When you've just got to laugh about it*

www.currentmiddleages.org/autocrats/docs/FlexibleAutocrat.pdf

2. *The Summits Event Handbook*

http://summits.antir.sca.org/docs/Summits_Principality_event_handbook_112607.pdf

3. *The event stewards handbook from NorthShield*

http://caeranterth.northshield.org/Officers/event_steward_handbook.pdf

4. *Stefans Florilegium for Event Planning*

<http://www.florilegium.org/?http%3A//www.florilegium.org/files/SCA-EVENT-PLANNING/idxsca-event-plan.html>

5. *Autocrats Website*

<http://www.currentmiddleages.org/autocrats/index.php> - hasn't been updated since 2007

6. *Tell me about Autocrating an Event from Maitresse Anne-Marie d'Ailleurs*

<http://www.antir.sca.org/Pubs/ATH/0toc.php>

XXII. Forms and Other paperwork

A. Date Reservation & Event Information Form



Kingdom of
An Tir

DATE RESERVATION/ EVENT INFORMATION

Send completed forms to the current Kingdom Calendar
(consult your current Crier or check listings on the Kingdom website under Officers)
Branches in Principalities: Use the Principality DRF/EIF form and send to Principality Calendar
Do NOT send this form to the Crier

DATE RESERVATION FORM (DRF): FILL OUT SECTION A ONLY

To reserve a date before all event information is known (i.e., autocrat, site information). Must be signed or box checked by the warranted Seneschal of the sponsoring branch.

EVENT INFORMATION FORM (EIF): FILL OUT SECTIONS A AND B

This is the official registration of your event. Crier event copy (if applicable for this event) cannot be submitted to the Crier without this complete form. Section A must be signed or box checked by the warranted Seneschal of the sponsoring branch; section B must be signed or box checked by the Autocrat, Ithra Chancellor or Guild Director (who must be an SCA member). Forms can be sent by regular mail, fax, scan to pdf and emailed as attachment, or (NEW!) as a filled and saved pdf attachment.

Event Information Forms (EIFs - sections A and B), barring unforeseen and unusual circumstances, should be in the hands of the Kingdom (or Principality) Calendar no less than three (3) months before an event is to take place.

A	NAME OF EVENT	DATE FROM (MM / DD / YYYY)	DATE TO (MM / DD / YYYY)
	BRANCH RESPONSIBLE	INCIDENT BRANCH OR WHERE EVENT WILL BE HELD (IF NOT BRANCH RESPONSIBLE)	
	EVENT LEVEL	IF LEVEL 1, DO YOU WAIVE THE CONFLICT ZONE FOR THIS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> LEVEL 1 - LIMITED (FORMERLY KNOWN AS TIER 1) • CROWN EVENTS (Crown Tournaments and Coronations) • CORONET EVENTS (Principality Coronet Tournaments and Investitures) • KINGDOM EVENTS (Kingdom A&S and Bardic events, An Tir/West/War, Crown Council) • PRINCIPALITY LEVEL EVENTS (Quadrant War, Avocal/Tir Right War) • OTHER EVENTS (branch primary events of regional or Kingdom interest) <input type="checkbox"/> LEVEL 2 - OPEN (FORMERLY KNOWN AS TIER 2) • BRANCH EVENTS (no Kingdom or Principality business is expected to be conducted)	LIST BRANCHES YOU WOULD ALLOW TO CONFLICT WITH YOUR LEVEL 1 EVENT	
	WARRANTED SENESCHAL OF BRANCH RESPONSIBLE (SCA NAME)	WARRANTED SENESCHAL OF BRANCH RESPONSIBLE (LEGAL NAME)	
	ADDRESS OF SENESCHAL	CITY	PROV/STATE POSTAL/ZIP CODE
	EMAIL ADDRESS	CONTACT NUMBER(S) (INCLUDE AREA CODE)	
	MODERN SIGNATURE OF WARRANTED SENESCHAL OF SPONSORING BRANCH	FOR USE WITH ATTACHMENT TO EMAIL SUBMISSION ONLY	
	OR <input type="checkbox"/>	BY CHECKING THIS BOX YOU AFFIRM THAT YOU ARE THE WARRANTED SENESCHAL OF THE SPONSORING BRANCH AND YOU ACKNOWLEDGE THAT YOU TAKE RESPONSIBILITY FOR THIS EVENT IN THE SAME MANNER AS IF YOU HAD SIGNED THIS FORM.	

B	SITE NAME	TIME EVENT STARTS	TIME EVENT ENDS
	COMPLETE SITE ADDRESS (ENTER "N/A" IF THERE IS NO STREET ADDRESS FOR THIS SITE)	CITY	PROV/STATE POSTAL/ZIP CODE
	AUTOCRAT, ITHRA CHANCELLOR, OR GUILD DIRECTOR (SCA NAME)	AUTOCRAT, ITHRA CHANCELLOR, OR GUILD DIRECTOR (LEGAL NAME)	
	ADDRESS OF AUTOCRAT	CITY	PROV/STATE POSTAL/ZIP CODE
	DO YOU GIVE PERMISSION TO PLACE YOUR NAME, ADDRESS, PHONE NUMBER, AND EMAIL ON A WEB PAGE (KINGDOM, PRINCIPALITY OR OTHER BRANCHES)? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, CAN YOUR SCA NAME AND EMAIL ONLY BE PUBLISHED ON ONE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	AUTOCRAT CONTACT NUMBER(S) (INCLUDE AREA CODE)	EMAIL ADDRESS	
	<input type="checkbox"/> PUBLISH <input type="checkbox"/> CALENDAR CONTACT ONLY <input type="checkbox"/> PUBLISH <input type="checkbox"/> CALENDAR CONTACT ONLY	SCA MEMBERSHIP NUMBER	SCA MEMBERSHIP EXPIRES (DATE)
	EVENT WEBSITE ADDRESS (IF APPLICABLE)		
	MODERN SIGNATURE OF AUTOCRAT, ITHRA CHANCELLOR OR GUILD DIRECTOR	FOR USE WITH ATTACHMENT TO EMAIL SUBMISSION ONLY	
	OR <input type="checkbox"/>	BY CHECKING THIS BOX YOU AFFIRM THAT YOU ARE THE AUTOCRAT, ITHRA CHANCELLOR OR GUILD DIRECTOR FOR THIS EVENT AND YOU ACKNOWLEDGE THAT YOU TAKE RESPONSIBILITY FOR THIS EVENT IN THE SAME MANNER AS IF YOU HAD SIGNED THIS FORM.	

See Corpora II.A - II.D for reference regarding individuals in charge of events and the rules around event. Corpora can be found at: <http://www.sca.org/docs/gvdocs.pdf>
AN.TIR 02-03 2010/03/08

SAVE

PRINT

RESET

B. Cheque Request Form

The Society for Creative Anachronism (SCA, Inc.) -- Kingdom of An Tir
CHEQUE REQUEST

PAYEE INFORMATION

Pay to the Order of:	
<i>(modern name)</i>	
Street Address:	
City:	State/Province:
Zip/Postal Code:	(Country):

Check One

<input type="checkbox"/>	Reimbursement
<input type="checkbox"/>	Cash Advance
<input type="checkbox"/>	Direct Pay
Date of Request	

BUDGET AUTHORIZATION

Charge to Office or Event Budget for:	
Requested by: <i>(SCA name or office):</i>	<i>(modern name):</i>
Contact info: <i>(email):</i>	<i>(phone):</i>
Approved by: <i>(SCA name or office):</i>	

DESCRIPTION OF EXPENDITURE

<i>(Describe what you are BUYING or would like REIMBURSEMENT-for -- attach detail if necessary):</i>

	OFFICE ADMIN	EVENTS	FUND RAISING
0 (Advances) - to be Reconciled			
1 Advertising			
2 Equip. Rental & Maintenance			
3 Fees & Honoraria			
4 Food			
5 General Supplies			
6 Insurance (non-SCA)			
7 Occupancy & Site Charges			
8 Postage/Shipping/PO Box Rent			
9 Printing & Publications			
10 Telephone			
11 Travel (Gas, Tolls, Airfare, etc)			
12 Other Expenses (attach list)			
13			
14 TOTAL REQUEST			(A)

EXCHEQUER'S OFFICE INFORMATION: Comments:	Cheque #:	
	Date Paid:	

RECONCILE ADVANCES	Receipts turned-in (B)		Total Accounted-for
	Cash Returned (C)		[(B) + (C)] =
Un-Reconciled Advance (should be -0- if all has been accounted-for) (if >0, Money is owed to SCA; if <0, Money is owed to Payee)			[(A) - (B) - (C)]
Resolution: is money owed to either party?			

Attach all required documentation (invoices, bills, receipts, cost estimates, mileage detail, etc.). If receipts include more than requested reimbursement, indicate the amount that is to be reimbursed by circling it on each receipt.

C. Kingdom Event Report

This report is only required when you're running a kingdom level event – however, it's a fantastic format for laying out your planning for the event and reviewing after local events.

http://www.antir.sca.org/Pubs/forms/48_KingdomEventReportSave.pdf



**KINGDOM
OF ANTIR**

KINGDOM EVENT REPORT

DATE OF REPORT
MM | DD | YYYY

1. EVENT SUMMARY					
EVENT <input type="checkbox"/> TWELFTH NIGHT <input type="checkbox"/> JULY CORONATION <input type="checkbox"/> A&S CHAMPIONSHIP <input type="checkbox"/> CROWN COUNCIL <input type="checkbox"/> MAY CROWN <input type="checkbox"/> SEPTEMBER CROWN <input type="checkbox"/> ANTIR / WEST WAR <input type="checkbox"/> OTHER (SPECIFY):					
DATES OF EVENT MM DD - MM DD YYYY		EVENT LOCATION (SCA BRANCH)		EVENT LOCATION (MODERN CITY OR AREA)	
TOTAL NUMBER OF ATTENDEES		BREAKDOWN:		ADULTS	YOUTHS
TOTAL INCOME \$		TOTAL EXPENSES \$		TOTAL PROFIT / (LOSS) \$	
2. ACTIVITIES					
TOURNAMENTS	NUMBER OF PARTICIPANTS	WAR	NUMBER OF PARTICIPANTS	OTHER	NUMBER OF PARTICIPANTS
<input type="checkbox"/> HEAVY	_____	<input type="checkbox"/> HEAVY	_____	<input type="checkbox"/> BARDIC	_____
<input type="checkbox"/> RAPIER	_____	<input type="checkbox"/> RAPIER	_____	<input type="checkbox"/> ARTS & SCIENCES	_____
<input type="checkbox"/> ARCHERY	_____	<input type="checkbox"/> ARCHERY	_____	<input type="checkbox"/> CLASSES	_____
				<input type="checkbox"/> OTHER	_____
				<input type="checkbox"/> OTHER	_____
SPECIFY OTHER: _____					
FOR ANY ACTIVITY THAT WAS A COMPETITION (WAR, TOURNAMENT, BARDIC COMPETITION, ETC.) PLEASE LIST THE WINNER					
ACTIVITY	WINNER	ACTIVITY	WINNER		
3. STAFF INFORMATION					
AUTOCRAT (SCA NAME)		AUTOCRAT (MODERN NAME)		PHONE NUMBER	
CO-AUTOCRAT (SCA NAME)		CO-AUTOCRAT (MODERN NAME)		PHONE NUMBER	
MARSHAL IN CHARGE (SCA NAME)		MARSHAL IN CHARGE (MODERN NAME)		PHONE NUMBER	
CHIRURGEON IN CHARGE (SCA NAME)		CHIRURGEON IN CHARGE (MODERN NAME)		PHONE NUMBER	
MERCHANT COORDINATOR (SCA NAME)		MERCHANT COORDINATOR (MODERN NAME)		PHONE NUMBER	
LIST PERSON (SCA NAME)		LIST PERSON (MODERN NAME)		PHONE NUMBER	
HERALD (SCA NAME)		HERALD (MODERN NAME)		PHONE NUMBER	
CHIEF COOK (SCA NAME)		CHIEF COOK (MODERN NAME)		PHONE NUMBER	
OTHER (SCA NAME)		OTHER (MODERN NAME)		PHONE NUMBER	
REPORTS ATTACHED <input type="checkbox"/> MARSHAL <input type="checkbox"/> LISTS <input type="checkbox"/> HERALD <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> CHIRURGEON <input type="checkbox"/> MERCHANT <input type="checkbox"/> CHIEF COOK					

4. GENERAL INFORMATION

SITE ADDRESS

SITE CONTACT NAME _____ SITE CONTACT PHONE NUMBER _____ SITE CONTACT EMAIL _____

TIME SITE OPENED _____ TIME SITE CLOSED _____ TYPE OF EVENT
 CAMPING INDOOR FEAST YES NO DID YOU HAVE ENOUGH VOLUNTEERS?
 YES NO (EXPLAIN IN SECTION # OR ATTACH REPORT)

IF NO TO ANY OF THE FOLLOWING, REPORT IN SECTION 9 OR ATTACH A SEPARATE REPORT:
 WAS THE SITE ADEQUATE? YES NO WAS THERE ENOUGH PARKING? YES NO WOULD YOU RECOMMEND THIS SITE FOR FUTURE USE? YES NO

5. GATE RECORDS

FUNDS LISTED ARE IN: U.S. CANADIAN

	MEMBERS	NON-MEMBERS	NMS	GATE FEE	INCOME
ADULT (FULL FEE) _____ AGE FOR FULL FEE: _____					
ADULT (COMPENSATED – NO FEE)					
YOUTH (DISCOUNTED FEE) _____ AGE RANGE FOR YOUTH FEE: _____					
YOUTH (COMPENSATED – NO FEE)					
CHILD (DISCOUNTED FEE) _____ AGE RANGE FOR CHILD FEE: _____					
CHILD (NO FEE) _____ AGE RANGE FOR CHILD NO FEE: _____					
CHILD (COMPENSATED – NO FEE)					
FAMILY CAP _____					
TOTALS					

6. FULL INCOME

GATE INCOME (NOT INCLUDING NMS) _____	
FEAST INCOME (IF APPLICABLE) _____	
OTHER (SPECIFY): _____	
OTHER (SPECIFY): _____	
TOTAL INCOME	

7. EXPENSES

SITE RENTAL (INCLUDING DEPOSIT) _____	
INSURANCE CERTIFICATE (IF APPLICABLE) _____	
PORTABLE TOILETS (IF APPLICABLE) _____	
OTHER (SPECIFY): _____	
OTHER (SPECIFY): _____	
OTHER (SPECIFY): _____	
OTHER (SPECIFY): _____	
OTHER (SPECIFY): _____	
OTHER (SPECIFY): _____	
OTHER (SPECIFY): _____	
TOTAL EXPENSES	

8. TOTAL PROFIT / (LOSS)

TOTAL PROFIT / (LOSS) _____

9. NOTES (if space is insufficient, attach separate document)

WHAT CHALLENGES DID YOU FACE WITH THIS EVENTS?

Empty text area for challenges.

HOW WOULD YOU AVOID THESE CHALLENGES?

Empty text area for avoidance strategies.

WHAT WORKED WELL AT THIS EVENT?

Empty text area for successful aspects.

WHAT WOULD YOU DO DIFFERENTLY?

Empty text area for future improvements.

NOTES ON THE SITE

Empty text area for site notes.

SUGGESTIONS FOR NEXT TIME

Empty text area for suggestions.

D. Three Mountains Event Steward Checklist

The following are required of an event steward by the Three Mountains Customary. These duties are in addition to what is required by kingdom law and common sense.

An Event Steward is a person to whom the Baronial Council has given sole responsibility for the management of an event.

1. Proposing an Event

- Present a written proposal for the event to Baronial Council. Hard copies should be handed to at least the Seneschal, Chronicler and Coronet.

The proposal must include:

- | | | |
|--|--|--|
| <input type="checkbox"/> Nature of the Event | <input type="checkbox"/> General Budget | <input type="checkbox"/> Primary event crew |
| <input type="checkbox"/> Date | <input type="checkbox"/> Event Steward | <input type="checkbox"/> Full and complete contact information |
| <input type="checkbox"/> Time | <input type="checkbox"/> Contingency Deputy | |
| <input type="checkbox"/> Location | <input type="checkbox"/> Consulting Steward if necessary | |

The proposal must be presented to Council

2–4 months before the event if fewer than 100 people are expected

4–6 months before the event if 100-300 people are expected

8–10 months before the event if over 300 people are expected

Consultant

If the Event Steward is deemed by the Council to have insufficient experience in running the proposed event or is new to the Barony, a Consultant will be required.

For events involving food: There is a maintenance fee that must be included in the proposed budget if the Baronial culinary maintenance fund is below \$1000. This covers the cost of maintaining/replacing the pots, pans, dishes, etc. the barony uses at events. The Exchequer will always know if the culinary maintenance fee is in effect.

Full feast: \$0.25 per attendee

Potluck feast: \$0.10 per attendee

Event related food vendor: 5% of its gross sales

- Sponsored Branch Event Stewards

- Propose event first to the Sponsored Branch's Council,

- Propose the event to the Baronial Council after it has been approved by the Sponsored Branch's Council

Note: The Event Steward must provide the same information as Baronial Event Stewards

2. Getting ready for the event

- SCA membership is (and will remain) current through the closing of the proposed event
- Create copy for publication which includes:
 - Directions to the event site

- All pertinent contact information for the Event Steward
- Contact information for any event staff who need to be contacted prior to the event (for example: camp master)
- Have all copy, flyers, etc. approved by the seneschal prior to publication or dissemination
 - Note: This and all copy, flyers or other means including electronic by which the Event Steward chooses to advertise the event must be approved by the Seneschal(e) prior to publication or dissemination. The Seneschal will respond to all approval requests within 30 days of the request*
- Send event copy to Kingdom Chronicler for publication in a timely manner
- Send event copy to the Plume editor for publication in a timely manner
- Send event copy to other appropriate newsletters for publication in a timely manner
- Send event copy to the Web Minister for publication in a timely manner
- Send event copy to Kingdom Calendar
- The Event Stewards or their Deputy is required to attend the three Council meetings prior to the event
- Reports for the Baronial Council shall be presented monthly from the time the event is accepted by council until event closure. They should be emailed to the seneschal, chronicler and coronets prior to each Baronial Council.
- Appoint a person to be responsible for Gate that meets with approval of the Chancellor of the Exchequer.
 - Note: No more than one person shall be responsible for putting money in and making change from the cash box per shift. When Gate closes, the Gate person shall count the cash box in front of the Chancellor of the Exchequer, or their Deputy. The Chancellor of the Exchequer or Deputy shall recount the money in front of the Gate person. Both the Gate person and the Chancellor of the Exchequer or Deputy shall sign and date a receipt of monies received.*
- When applicable, establish a refund policy for individuals and merchants for the event, which shall be approved by the Seneschal and the Chancellor of the Exchequer and will be included in both print and electronic event copy.
- Keep the Contingency Deputy fully informed of the details of the event.
- If there is a head cook for the event: They are authorized by the 3M customary to use the Culinary restricted funds to replace any broken or sufficiently damaged event related items of the culinary collection.
- Submit a list of complimentary admissions for approval to the Baronial Council prior to the event.
 - Officials and Baronial Champions having office-related obligations at a Baronial Event are not required to pay a site fee, as determined by the Event Steward, for that event. The person's name, and office or obligation to the event must be included in the list.
 - All Landed Nobility of An Tir are given complimentary admission, especially the Coronets of Terra Pomaria, Stromgard and Dragon's Mist.
 - Note: Since it is possible to know most, but not all of the landed nobility that will attend an event before hand, that information will need to be accounted for at gate and in the final report for the event. This is the only exception to the below:*
 - Persons not amongst those on the list of complimentary admissions must pay the site fee, and will be refunded at a later time if appropriate and with the approval of the Council.
 - Event Stewards shall not retroactively give complimentary admission to an event once the event is closed.
- Contact all the baronial officers who will have duties for or at the event. Speak with them early and often.

Exchequer

Chamberlain
Lists
Web Minister
Chiurgeon

- Request any necessary money advances from the Baronial Council
All financial decisions are made by consensus of the populace at a Baronial Council and when expenditures are approved, the minutes of the Baronial Council meeting will document the transfer.
- Give Gate the list of Complimentary Admissions

3. *On Site*

- Post any necessary signs for visual assistance to the event site
- Make sure appropriate and sufficient waivers and sign-in sheets are provided to and used by the gate

4. *After the event*

- Hand over all receipts to the Exchequer for all funds associated with the event no later than the Baronial Council immediately following the event.
- Give a closing report on the event at the Baronial Council meeting immediately following the event.
If the Baronial Council meeting is the week after the event, the Event Steward may, instead, first file a preliminary report at the Baronial Council meeting immediately following the event, submit the moneys, gate sign-in sheets and waivers to the Chancellor of the Exchequer and then present the closing report at the next Baronial Council meeting.
- An event will not be considered closed until:
 - Sign-in sheets and waivers are submitted to the Chancellor of the Exchequer.
 - A financial report has been submitted by the Chancellor of the Exchequer (within 30 days).
 - All Baronial equipment has been returned to the satisfaction of the Seneschal(e), the Chancellor of the Exchequer and the Chamberlain.