

Barony of Arn Hold

Event Proposal

Greetings,

The first responsibility of the Event Steward is to have a clear idea of your event. Describe it on paper and turn it in to the Baron and Baroness and Seneschal before the annual event proposal due date for the subsequent year events. A short description (up to 1-2 paragraphs) will be fine.

The description of your proposed event should include:

- ✓ Your name (SCA and modern), address, phone number, and e-mail address.
- ✓ A clear description of the period theme of the event
- ✓ Type of event (camping, evening only, etc.)
- ✓ The calendar date you would like
(recently, traditional dates for Arn Hold events are end of January, mid May, mid July, end of September, and late October)
- ✓ Possible feast and Feast Steward
- ✓ Potential Site

If you do not have a site in mind then indicate "pending." The important aspects are the period theme, type, and date. This information is not written in stone; if something comes up and you can not do the event as originally envisioned it can be changed as long as it is done within a reasonable time before the event.

The calendar will be finalized in coordination with the Kingdom Seneschal's Calendar Deputy. Some events may be moved to different weekends and others might be dropped for that year. The Barony hosts 4-6 events a year, with one of those events being a showcase event.

If you have any questions, please do not hesitate to contact the Baron and Baroness, Seneschal and/or Reeve.

Thank you...

Seneschal Barony of Arn Hold

Barony of Arn Hold

Event Proposal

Name of Event: _____

Proposed Date: _____

Alternate Date: _____

Theme: _____

Event Steward (SCA and Modern Name) Contact Information:

Feast Steward (SCA and Modern Name) Contact Information:

Proposed Site: _____

Proposed Feast: _____

VERY IMPORTANT INFORMATION

1. Please understand that presenting the Barony of Arn Hold with an event proposal does not guarantee event placement.
2. The Barony is limited to a maximum of six (6) official events.
3. The Baron & Baroness, Seneschal, and Reeve must sign all event proposals.
4. Both the Event Steward and the Feast Steward must be paid members of the SCA.
5. Please keep dates flexible. An alternative date is recommended in case another group has an event already scheduled.
6. Fill out three (3) copies of the event proposal for each of the signatory parties below.

Baron & Baroness: _____

Seneschal: _____

Reeve: _____

BUDGET PROPOSAL – BARONY OF ARN HOLD EVENTS

This form must be filled out completely and returned to the Financial Committee before the event will be approved or the Event Registration form will be signed. The Baronial Financial Committee will review the budget and discuss possible revisions with the Event Steward as necessary. Should some information be unavailable, the Event Steward will submit the budget with an explanation of the circumstances.

Name of Event: _____ Date of Event: _____

Name & Address of Site: _____

Event Steward- Society & Modern Name, address, phone, and e-mail: _____

Feast Steward- Society & Modern Name, address, phone, and e-mail: _____

SITE EXPENSES

TOTALS

Cost of site \$ _____ Deposit \$ _____ Cleaning \$ _____ Misc. \$ _____ \$ _____

Please detail any miscellaneous expenses: _____

Equipment rental- tables, chairs, etc. Please detail: _____ + \$ _____

Site Tokens: _____ + \$ _____

Entertainment related expenses- Please detail: _____ + \$ _____

Proposed Tournament prizes and their costs: _____ + \$ _____

Subtotal = \$ _____

Add 15% cushion + \$ _____

Total = \$ _____

Estimated Site Only attendance (contact Reeve for past 2 years paid adult attendance average) ÷ _____

Site Only Fee (Rounded up value of above) = \$ _____

FEAST EXPENSES

TOTALS

Estimated feast expense (please attach detailed breakdown of costs) _____ + \$ _____

Equipment rental-steam tables, BBQs, &c. Please detail: _____ + \$ _____

Subtotal = \$ _____

Add 15% cushion + \$ _____

Total = \$ _____

Estimated Feast attendance (% of estimated site attendance) ÷ _____

Feast Fee = \$ _____

Approved by _____ Seneschal _____ B/B _____ Reeve

Event Registration Form - Kingdom of Artemisia

Official events will appear in the Sage Advice *only* when this form and an article for publication have been received by the Kingdom Chronicler, Kingdom Seneschal and Kingdom Calendar Deputy by the 1st of the month proceeding cover month and all required approvals have been obtained. The article must follow publishing guideline. In the **Sage Advice**, and follow the content guidelines on the reverse of this form.

When, Where, and How Much:

Name of Event: _____ Date(s) of Event: _____
Hosting Branch: _____ Sponsoring Branch: _____
Site Name and Address: _____
Site Opens: _____ Site Closes: _____ Alcohol (Circle one) Wet, Dry, Damp _____ Camping _____ Water _____
Shade _____ Fires (explain) _____ Pets _____ Handicapped Accessible _____ Other Restrictions: _____
Site Fee: _____ Feast Fee _____ Family, member and other discounts and fee structures: _____
Deadline for Feast Reservations: _____ Maximum number to be served: _____

Who, Autocrat, (Feast Autocrat, Marshal, MOAS, If applicable)

Autocrat: _____	Membership: _____
SCA Name: _____	Modern Name: _____
Address _____	Phone: _____ Email: _____
Feast Autocrat: _____	Membership: _____
SCA Name: _____	Modern Name: _____
Address _____	Phone: _____ Email: _____
Marshal: _____	Membership: _____
SCA Name: _____	Modern Name: _____
Address _____	Phone: _____ Email: _____
MOAS; Autocrat: _____	Membership: _____
SCA Name: _____	Modern Name: _____
Address _____	Phone: _____ Email: _____

Event Approval: We hereby certify that this event is acceptable and may be considered for publication.

Autocrat

Legal Signature: _____	Date: _____	SCA Name: _____
Seneschal of Hosting Branch:		
Legal Signature: _____	Date: _____	SCA Name: _____
Ruling Nobility Of Hosting Branch:		
Legal Signature: _____	Date: _____	SCA Name: _____
Seneschal or Ruling Nobility Of Sponsor Branch		
Legal Signature: _____	Date: _____	SCA Name: _____

For Kingdom Events:

Crown Legal

Signature: _____ Date: _____ SCA Name: _____

Kingdom Seneschal Legal

Signature: _____ Date: _____ SCA Name: _____

Kingdom A&S Officer or Earl Marshall Legal

Signature: _____ Date: _____ SCA Name: _____

Conflict Resolutions: Permission has been granted to conflict with a previously scheduled event, or to schedule on the Kingdom weekend.

Crown Legal

Signature: _____ Date: _____ SCA Name: _____

Seneschal(s) of previously scheduled branch(es)

Legal Signature: _____ Date: _____ SCA Name: _____

Legal Signature: _____ Date: _____ SCA Name: _____

Legal Signature: _____ Date: _____ SCA Name: _____

(See instructions on next page)

EVENT REGISTRATION FORM INSTRUCTIONS

Event Registration form must be received on the 1st of the Month preceding the event month.

Submitting the Form:

1. Send 1 copy to the Kingdom Seneschal, Kingdom Chronicler and Kingdom Calendar Deputy (See the Sage Advice for current officer listing and contact information.)
2. Send 1 copy to the Local Reigning Royalty
3. Send 1 copy to the Local Seneschal

Event Approval:

Approval is defined as a legal signature with date and SCA name where indicated on the form. Electronic signatures are acceptable if Society membership numbers and expiration dates are included.

To be considered approved.

- a. Every event registration form must bear the signatures of at least two persons.
- b. Every event requires the approval of the autocrat and local Seneschal. If the autocrat and the Seneschal are the same person, another local officer must also sign.
- c. Baronies require the approval of the Baron/ess.
- d. Incipient branches require the additional approval of the Seneschal/or Baron/ess of the sponsor branch. An incipient branch must have a sponsor branch. A sponsor branch must provide approval for the event, but may also provide financial backing.
- e. Kingdom events require the additional approval of the Crown and Kingdom Seneschal.
- f. Crown Tournament requires the additional approval of the Kingdom Earl Marshall.
- g. Kingdom A & S and Collegium require the additional approval of the Kingdom MOAS.

When, Where and How Much:

Provide full contact information for the site. If the site does not have a street address, such as ranch, national park or BLM site, provide highway mile marker numbers or other identifiers to enable location to the site. **Good written directions to the site (test them) – GPS coordinates are not enough.**

1. Provide as much information as possible about the restrictions of the site. For alcohol restrictions Wet means there are no restrictions, Damp means beer and wine only, and Dry means no alcohol is permitted on site.
2. **All information from the Event Registration form that is bolded, must appear in the event article that will be published in the kingdom newsletter.**
3. Certain activities require the presence of officers. If your event will have fighting, a warranted Marshal must be present. If an A & S competition is being held, the local MOAS should be present.
4. Articles MUST also include the following:
5. "Make checks payable to ____ <insert group name> __ SCA. Inc."
6. Articles may also include the Following:
 - a. Feast menu if available
 - b. If potluck, the method for assigning dishes
 - c. Descriptions of other planned activities, tournaments, etc.
 - d. If Arts and Sciences are held, any submission guidelines or deadlines
 - e. Information on raffles, or other special happenings
 - f. A camera-ready map in dark ink, for the Sage Advice

Conflict Resolution:

- a. If a local event is to be scheduled on the kingdom weekend (1st of the month) permission must be received by the Crown and the Kingdom Seneschal.
- b. If a Local event is to be scheduled opposite a previously scheduled event(s), permission must be sought and received from the seneschal of each branch already scheduled.