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| Required for Event Announcement |
| Proposed Date: Click here. | **Name of Event:** Click here to enter the name of the event. |
| End Date (if applicable): Click to enter a date. | **Site Opening Time:** Click here. | **Site Closing Time:** Click here. |
| Name and Address of Site: The location (name, street address, and city) of the site. If there is no street address, this must be stated clearly. |
| Autocrat[[1]](#footnote-1) Names and Contact Info (and Mentor if needed): The name (both Society and real), address, and phone number of the autocrat. Email is required for bid, but optional for the event announcement. |
| Reservations Clerk Names and Contact Info: The name (both Society and real), address, and phone number of the reservations clerk if different than the autocrat. |
| Fee Schedule as it will appear in the event announcement: Use the information from “Budget and Fees” section below. |
| Required in Announcement (if charging fees):Make checks payable to:SCA PA, Inc. – BMDL | **Adult Member Discount Event Registration Information:** Please see “Fee Schedule Details” and attachment for how this is to be expressed in event announcements. |

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| Other Site/ Event Info |
| Theme of Event: Click here to enter text. |
| Planned Activities (include any fundraisers): Click here to enter text. |
| Site Amenities (e.g.: hall info, bathrooms, classrooms, changing rooms, fields, cabins, camping, etc.): Click here to enter text. |
| Offsite Amenities (e.g.: hotels/crash space, grocery stores, gas stations, restaurants, closest major highway, etc.): Click here to enter text (This section is required for Kingdom Event bids). |
| Site Limitations: Note unusual limitations here. |
| Total Site Capacity: Click hereTotal Feast Capacity: Click here | Alcohol? Choose an item.Open Flames? Choose an item. | http://clipart.coolclips.com/150/wjm/tf05035/CoolClips_medi0079.jpg Accessible? Choose an item.Pets? Choose an item. |
| Notes: Note here if there’s an alternate date or site, any special needs, clarifications of the above info, if it’s a Royal Progress, etc.  |

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| Special Items Needed from Seneschal (Check all that apply.) |
| [ ] SCA, Inc. 501 (c) 3 Form | [ ] SCA, Inc. Evidence of Insurance Form | [ ] Event to be bid to Kingdom if accepted |
| [ ] Other SCA Insurance Form (RARE; allow 6-8 weeks): Choose an item. |

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| Required Event Staff (not noted above) |
| Head Cook/Food Coordinator: Click here to enter text. | Mentor (if needed): Click here. |
| Lunch Cook: Enter if different than Head Cook.  | [ ]  Check here if event is potluck  |
| Head Troll: Click here to enter text. | Set-up: Click here to enter text. |
| Hall Clean-up: Click here to enter text. | Kitchen Clean-up: Click here to enter text. |
| Conditionally Required Event Staff/ Encouraged Event Staff |
| Marshals: Click here. Required for each type of martial activity (Heavy fighting, Rapier fighting, Youth fighting, Archery, Thrown Weapons, Equestrian, etc. |
| MOL: Required if there are tourneys. |  |
| Warranted Youth Minister: Required for Youth Activities | A&S Coordinator: Required for A&S Display/Competition |
| Royalty Liaison: Required for Royal Progresses. | Class Coordinator(s): Required for scholas/academies. |
| Notes/Other Event Staff (e.g.: Head Server, Herald, Dancemaster, Merchant Liaison, Security, Parking, Crash Space/Hotel Liaison, Field Coordinator, Quest Organizer, etc.): Click here to enter text. |

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| Budget and Fees |
| Refer to Chapter 9, Section I.D. of the [Local Exchequer Handbook](http://www.sca.org/docs/finpolicies/LocalExchequerHandbook.pdf)[[2]](#footnote-2) |
| Budget Details |
| A. Cost of Site: $ Enter site cost | Cost of Refundable Deposit: $ Enter deposit amount. |
| B. Cost of Supplies $ Enter cost | Supply Details: List required if over $50 |
| C. Other Expenses: $ Enter cost | Other Expenses Details: Required if over $0 |
| D. Total Expenses: $ Add A+B+C | Expected Attendance: Click here to enter number. |
| E. # of Adults to break even: Enter # | (Should be 5% - 20% smaller than Expected Attendance) |
| Cost of Site Per Person: $ =D/E | Divide Total Expenses (D) by # of Adults to break even (E). |
| Cost of Lunch/Sideboard per Person: $ Enter Cost | Cost of Feast per Person: $ Enter Cost |
| Fundraising is $2 per person with no early registration discount and $1 with an early registration discount. |
| Other Budget Notes:  |
| Fee Schedule Details |
| Youth Discount Details (Standard: age 0-5 free; age 6-17 site and lunch/SB half price): Click here to enter text. |
| Adult Site+Lunch+Feast = $Round Up | Youth Site+Lunch+Feast = $RoundUp | Onboard (suggestion only) |
| Adult Site+Lunch/SB = $Round Up | Youth Site+Lunch/SB = $Round Up | Offboard (suggestion only) |
| Adult Site Only, no food = $Round Up | Youth Site Only, no food = $RoundUp | Outboard (suggested, not required) |
| Adult Event Registration – Add $5 to Adult Registration[[3]](#footnote-3) | Adult Member Discount Event Registration – Adult Registration as calculated above**[[4]](#footnote-4)** |
| Registration Details not covered above (e.g.: camping fees, family cap, etc.):  |

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| Other Considerations |
| Donations to Kingdom/Other SCA Groups: Enter Dollar amount or percentage of Net Profits, and reason |
| Details of All Non-Youth Comps: Click here to enter text. Include Royal comps. |
| Other Notes: Please attach additional pages. |

**New Wording for Event Announcement Registration Structures**

The terminology has been changed and we are no longer to use “Non-Member Surcharge” when announcing fee structures for events. We are being asked to use the following verbiage:

“Adult Event Registration” instead of “Adult Event Fee”

“Adult Member Discount Event Registration” instead of “Adult Non-Member Surcharge Fee”

Additionally, event costs are to be listed first as the “Adult Event Registration” which would be $5 greater than the calculated adult registration fee in the “Fee Schedule Details” section. Below is an example event announcement to further detail how the calculation and wording should be.

**Example:**

The Super Awesome Event will be held on the 13th of Never in the Shire of Broomcloset. The Autocrat is Lord Sugar and the Head Cook will be Master Grumpypants Culinarygenius of Glasgow. The theme of the day is “Diseases of the Thirteenth Century” and the feast will focus on fare that would have been available in England during a famine.

The Adult Event Registration will be $20. Adult Member Discount Event Registration will be $15. Children 0-5 free; age 6-17 $7.50. The Family Cap will be $56. The Adult Member Discount Family Cap will be $46. These fees include lunch, but not Feast. Adult Event Registration with Feast will be $30. Adult Member Discount Event Registration with Feast will be $25. Children 0-5 free; age 6-17 $12.50.

Make checks payable to SCA PA, Inc. – BMDL. The Head Tollner for this event is Annie Moneybags. Send pre-registrations to her at 1313 Mockingbird Lane, Allison Park, PA 15101.

**Boilerplate (change to suit your event):**

The Adult Event Registration will be [$AMOUNT]. Adult Member Discount Event Registration will be [$AMOUNT-$5]. Children 0-5 free; age 6-17 [HALF ADULT MEMBER DISCOUNT EVENT REGISTRATION]. The Family Cap will be [$AMOUNT+$10]. The Adult Member Discount Family Cap will be [FAMILY CAP AMOUNT - $10]. These fees include lunch, but not Feast. Adult Event Registration with Feast will be [$AMOUNT+$5]. Adult Member Discount Event Registration with Feast will be [$AMOUNT-$5]. Children 0-5 free; age 6-17 [HALF ADULT MEMBER DISCOUNT EVENT REGISTRATION].

1. **Autocrats MUST submit proof of membership when bidding the event.** [↑](#footnote-ref-1)
2. <http://www.sca.org/docs/finpolicies/LocalExchequerHandbook.pdf> [↑](#footnote-ref-2)
3. Please see next page for how the Non-Member Surcharge is being changed and must be listed in event announcements. [↑](#footnote-ref-3)
4. Please see next page for how the Non-Member Surcharge is being changed and must be listed in event announcements. [↑](#footnote-ref-4)