

INNILGARD EVENT PROPOSAL FORM

Please fill out and present copies to the Seneschal and Reeve prior to a council meeting for your event to be considered.

EVENT NAME: _____ DATE(S): _____

EVENT TYPE & THEME: _____

SITE ADDRESS: _____

SITE OPENS: _____ EVENT OPENS: _____ EVENT CLOSES: _____

ALCOHOL: _____ LIQUOR LICENSE REQUIRED: _____

NOTE: A liquor license is required for any event in SA that has any alcohol present (inc BYO) and has an entry fee of any kind.

SITE DIRECTIONS AND/OR SPECIAL CONDITIONS OF USE: _____

BOOKINGS REQUIRED: _____ BOOKINGS CLOSE: _____

NOTE: If bookings are required please contact the Reeve to arrange a booking form.

NOTE: It is strongly suggested that bookings close 2 weeks before food events unless arranged prior.

ARTS AND SCIENCES COMPETITIONS: YES/NO

NOTE: If A&S competitions are to be held they must be advertised with the event

NOTE: If A&S competitions are to be held an A&S coordinator must arrange judges and budget time for judging during the event

COMPETITION #1: _____

COMPETITION #2: _____

COMPETITION #3: _____

COMPETITION #4: _____

COMPETITION #5: _____

PUBLICITY (Please provide a basic advertisement/description for the event)

EVENT OFFICERS

NOTE: Officers marked with * are required for **ALL** events

STEWARD* (must be current SCA member)

SCA NAME: _____
LEGAL NAME: _____
PHONE: _____
EMAIL: _____

FEAST STEWARD (must have safe food handling certificate)

SCA NAME: _____
LEGAL NAME: _____
PHONE: _____
EMAIL: _____

BOOKINGS (must be the Reeve or person nominated by the Reeve)

SCA NAME: _____
LEGAL NAME: _____
PHONE: _____
EMAIL: _____

DUTY CONSTABLE*

SCA NAME: _____
LEGAL NAME: _____
PHONE: _____
EMAIL: _____

DUTY HERALD*

SCA NAME: _____
LEGAL NAME: _____
PHONE: _____
EMAIL: _____

MARSHAL IN CHARGE (required for any martial event/tournament)

SCA NAME: _____
LEGAL NAME: _____
PHONE: _____
EMAIL: _____

LISTS (required for any martial event/tournament)

SCA NAME: _____
LEGAL NAME: _____
PHONE: _____
EMAIL: _____

A&S COORDINATOR (required for any A&S competitions)

SCA NAME: _____
LEGAL NAME: _____
PHONE: _____
EMAIL: _____

OTHER:

SCA NAME: _____
LEGAL NAME: _____
PHONE: _____
EMAIL: _____

OTHER:

SCA NAME: _____
LEGAL NAME: _____
PHONE: _____
EMAIL: _____

NOTE: Consider other Officers for publicity, billeting, entertainment, etc as your event may require.

NOTE: It is assumed that the Steward will arrange equipment transport, site setup and packdown

NOTE: It is assumed that the Feast Steward will arrange kitchen equipment, assistant cooks and servers

EVENT FEES

NOTE: A \$5 indemnity/event membership fee is required of all non-members, regardless of age, per event

Single-day

| | FULL EVENT | OFF-BOARD (no food) | OTHER: _____ _____ _____ |
|--------------------------|------------|------------------------|-----------------------------------|
| SCA ADULT MEMBER | | | |
| SCA YOUTH MEMBER (12-16) | | | |
| SCA CHILD MEMBER (5-12) | | | |
| NON-MEMBER ADULT | | | |
| NON-MEMBER YOUTH (12-16) | | | |
| NON-MEMBER CHILD (5-12) | | | |
| CHILDREN UNDER 5 | | | |

Multi-day

| | FULL EVENT (DORM) | FULL EVENT (CAMPING) | DAY RATE W/ FOOD | DAY RATE W/O FOOD | OTHER: _____ _____ _____ |
|--------------------------|----------------------|-------------------------|------------------------|----------------------|-----------------------------------|
| SCA ADULT MEMBER | | | | | |
| SCA YOUTH MEMBER (12-16) | | | | | |
| SCA CHILD MEMBER (5-12) | | | | | |
| NON-MEMBER ADULT | | | | | |
| NON-MEMBER YOUTH (12-16) | | | | | |
| NON-MEMBER CHILD (5-12) | | | | | |
| CHILDREN UNDER 5 | | | | | |

EVENT COSTINGS & BUDGET

NOTE: It is strongly recommended you provide at least a draft of this to the Reeve 2 weeks prior to submission to ensure enough time to adjust for errors.

NOTE: If your event has no costs (other than indemnity/event membership) you may leave this section blank.

| Fixed Expenses | TOTAL (inc GST) | GST | NET (Excluding GST) | Variable Costs (per head) | TOTAL (inc GST) | GST | NET (Excluding GST) |
|---|-----------------|--------|---------------------|---------------------------|-----------------|--------|---------------------|
| Site (Dorm) | | | | Site – day rate | | | |
| Site (Camping) | | | | Kingdom Levy | \$1.00 | \$0.00 | \$1.00 |
| Hall Hire | | | | Food | | | |
| Liquor License | | \$0.00 | | Drinks | | | |
| Grounds Hire | | | | Candle Tax | \$1.00 | \$0.00 | \$1.00 |
| Kitchen Hire | | | | Storage & Maintenance Tax | \$5.00 | \$0.00 | \$5.00 |
| Equipment Hire | | | | Sundries | | | |
| Subtlety | | | | | | | |
| Laundry | | | | | | | |
| Props (items made for event) | | | | | | | |
| Event items lacking in quartermaster stores | | | | | | | |
| Event Tokens | | | | | | | |
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| TOTAL | | | A | TOTAL | | | B |

EVENT COSTINGS & BUDGET (cont)

Break Even Number: _____ = C
Fixed Cost per Break Even (A divided by C): _____ = D
Total Expenses per Person at Break Even(D+B): _____

Event / Site minimum expected: _____
Event / Site maximum seated easily: _____
Site Maximum: _____
Numbers capped at: _____

APPROVAL

I, the Steward, understand that I must arrange advertising for the event, including sending details to the Chronicler for advertisement in the Irregular, and the Webminister for publication on the Website. I understand that any financial expenses I seek reimbursement on must be reflected in the above event costings and budget, and I must present receipts with ONLY SCA approved purchases on them (no personal items) to the Reeve for reimbursement. I further understand that if my event is approved, I can arrange for an advance of this money and present receipts after purchases - this is highly recommended for larger budgets.

Steward Name: _____
Steward Signature: _____

The Online Event Database must be filled out BEFORE presentation to council
<http://lochac.sca.org/seneschal/database/event/new>

Date presented to council: ___/___/20___
Kingdom Database Submission: Y/N
Seneschal Approval: Y/N Signature: _____
Reeve Approval: Y/N Signature: _____