# **INNILGARD EVENT PROPOSAL FORM**

It is strongly recommended you provide at least a draft of this to the Seneschal & Reeve 2 weeks prior to submission to ensure enough time to adjust for errors. Events with financials attached submitted on the day risk not being approved on the day they are submitted.

EVENT NAME:	DATE(S):
EVENT TYPE & THEME:	
SITE ADDRESS:	
SITE OPENS: EVENT O	PENS:EVENT CLOSES:
ALCOHOL: LIQUOR I	JICENSE REQUIRED:
<b>NOTE:</b> A liquor license is required for any	y event in SA that has any alcohol present (inc BYO) and
has an entry fee of any kind.	
SITE DIRECTIONS AND/OR SPEC	CIAL CONDITIONS OF USE:
DOOKINGS DEOLUBED.	DOOVINGS OF OSE.
BOOKINGS REQUIRED:	BOOKINGS CLOSE:
<b>NOTE:</b> If bookings are required please co	ntact the Reeve to arrange a booking form.
	ngs close 2 weeks before food events unless arranged
prior.	
ARTS AND SCIENCES COMPET	
<b>NOTE:</b> If A&S competitions are to be hel	
	d an A&S coordinator must arrange judges and budget
time for judging during the event	
COMPETITION #1.	
COMPETITION #1:	
COMPETITION #2:	
COMPETITION #4:	
COMPETITION #5:	
COM E111101( #3.	
PUBLICITY (Please provide a basic ad	lvertisement/description for the event)
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EVENT OFFICERS
NOTE: Officers marked with \* are required for ALL events

STEWARD* (mus	t be current SCA member)
SCA NAME:	
LEGAL NAME:	
PHONE:	
EMAIL:	
FEAST STEWAR	RD (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:	The second secon
LEGAL NAME:	
PHONE:	
EMAIL:	
DUTY CONSTAI	BLE*
SCA NAME:	
LEGAL NAME:	
PHONE:	
EMAIL:	
DUTY HERALD	<del>k</del>
SCA NAME:	
LEGAL NAME:	
PHONE:	
EMAIL:	
MARSHAL IN C	HARGE (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:	

<b>A&amp;S COORDINA</b>	TOR (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

Singic-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 skip this section blank.

Fixed Expenses	TOTA L (inc GST)	GST	NET (Excluding GST)	Variable Costs (per head)	TOTA L (inc GST)	GST	NET (Excludin g 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							
TOTAL			A	TOTAL			В

<b>EVENT COSTINGS &amp; BUDGET (cont)</b>			
Break Even Number: Fixed Cost per Break Even (A divided by C): Total Expenses per Person at Break Even(D+B):		= C = D	
Event / Site minimum expected: Event / Site maximum seated easily: Site Maximum: Numbers capped at:		- - -	
APPROVAL			
I, the Steward, understand that I must arrange adverthe Chronicler for advertisement in the Irregular, an Website. I understand that any financial expenses I above event costings and budget, and I must present on them (no personal items) to the Reeve for reimber approved, I can arrange for an advance of this mone highly recommended for larger budgets.	d the Webministe seek reimburseme t receipts with ON ursement. I further	r for publication ent on must be rest. ILY SCA approver understand that	on the effected in the eved purchases t if my event is
Steward Name: Steward Signature:			<u> </u>
The Online Event Database must be filled out <u>BEFO</u> <a href="http://lochac.sca.org/seneschal/database/event/new">http://lochac.sca.org/seneschal/database/event/new</a>	ORE presentation	to council	
Date presented to council://20 Kingdom Database Submission: Y/N Seneschal Approval: Y/N Signature:			
Reeve Approval: Y/N Signature:			