

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 skip 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							
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: _____