

**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 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 time 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

**NOTE:** If in doubt of an Event Responsibility, ask the relevant Baronial Officer

## 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	COST before GST	GST	TOTAL inc GST	Variable Costs (per head)	COST before GST	GST	TOTAL inc GST
Site (Dorm)				Site – day rate			
Site (Camping)				Kingdom Levy	\$1.00	\$0.00	\$1.00
Hall Hire				Food			
Refundable Bond				Bread			
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							
<b>TOTAL</b>			<b>A</b>	<b>TOTAL</b>			<b>B</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): \_\_\_\_\_ = E  
Total Expenses plus GST (E +10%) \_\_\_\_\_

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: \_\_\_\_\_