

# Barony of Arn Hold

## Event Proposal

Greetings,

The first responsibility of the Event Steward is to have a clear idea of your event. Describe it on paper and turn it in to the Baron and Baroness and Seneschal before the annual event proposal due date for the subsequent year events. A short description (up to 1-2 paragraphs) will be fine.

The description of your proposed event should include:

- ✓ Your name (SCA and modern), address, phone number, and e-mail address.
- ✓ A clear description of the period theme of the event
- ✓ Type of event (camping, evening only, etc.)
- ✓ The calendar date you would like  
(recently, traditional dates for Arn Hold events are end of January, mid May, mid July, end of September, and late October)
- ✓ Possible feast and Feast Steward
- ✓ Potential Site

If you do not have a site in mind then indicate "pending." The important aspects are the period theme, type, and date. This information is not written in stone; if something comes up and you can not do the event as originally envisioned it can be changed as long as it is done within a reasonable time before the event.

The calendar will be finalized in coordination with the Kingdom Seneschal's Calendar Deputy. Some events may be moved to different weekends and others might be dropped for that year. The Barony hosts 4-6 events a year, with one of those events being a showcase event.

If you have any questions, please do not hesitate to contact the Baron and Baroness, Seneschal and/or Reeve.

Thank you...

Seneschal Barony of Arn Hold

# Barony of Arn Hold

## Event Proposal

Name of Event: \_\_\_\_\_

Proposed Date: \_\_\_\_\_

Alternate Date: \_\_\_\_\_

Theme: \_\_\_\_\_

Event Steward (SCA and Modern Name) Contact Information:

Feast Steward (SCA and Modern Name) Contact Information:

Proposed Site: \_\_\_\_\_

Proposed Feast: \_\_\_\_\_

### **VERY IMPORANT INFORMATION**

1. Please understand that presenting the Barony of Arn Hold with an event proposal does not guarantee event placement.
2. The Barony is limited to a maximum of six (6) official events.
3. The Baron & Baroness, Seneschal, and Reeve must sign all event proposals.
4. Both the Event Steward and the Feast Steward must be paid members of the SCA.
5. Please keep dates flexible. An alternative date is recommended in case another group has an event already scheduled.
6. Fill out three (3) copies of the event proposal for each of the signatory parties below.

Baron & Baroness: \_\_\_\_\_

Seneschal: \_\_\_\_\_

Reeve: \_\_\_\_\_

## BUDGET PROPOSAL – BARONY OF ARN HOLD EVENTS

This form must be filled out completely and returned to the Financial Committee before the event will be approved or the Event Registration form will be signed. The Baronial Financial Committee will review the budget and discuss possible revisions with the Event Steward as necessary. Should some information be unavailable, the Event Steward will submit the budget with an explanation of the circumstances.

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name & Address of Site: \_\_\_\_\_

**Event Steward-** Society & Modern Name, address, phone, and e-mail: \_\_\_\_\_

**Feast Steward-** Society & Modern Name, address, phone, and e-mail: \_\_\_\_\_

### SITE EXPENSES

### TOTALS

Cost of site \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Cleaning \$ \_\_\_\_\_ Misc. \$ \_\_\_\_\_ \$ \_\_\_\_\_

Please detail any miscellaneous expenses: \_\_\_\_\_

Equipment rental- tables, chairs, etc. Please detail: \_\_\_\_\_ + \$ \_\_\_\_\_

Site Tokens: \_\_\_\_\_ + \$ \_\_\_\_\_

Entertainment related expenses- Please detail: \_\_\_\_\_ + \$ \_\_\_\_\_

Proposed Tournament prizes and their costs: \_\_\_\_\_ + \$ \_\_\_\_\_

Subtotal = \$ \_\_\_\_\_

Add 15% cushion + \$ \_\_\_\_\_

Total = \$ \_\_\_\_\_

Estimated Site Only attendance (contact Reeve for past 2 years paid adult attendance average) ÷ \_\_\_\_\_

**Site Only Fee** (Rounded up value of above) = \$ \_\_\_\_\_

### FEAST EXPENSES

### TOTALS

Estimated feast expense (please attach detailed breakdown of costs) \_\_\_\_\_ + \$ \_\_\_\_\_

Equipment rental-steam tables, BBQs, &c. Please detail: \_\_\_\_\_ + \$ \_\_\_\_\_

Subtotal = \$ \_\_\_\_\_

Add 15% cushion + \$ \_\_\_\_\_

Total = \$ \_\_\_\_\_

Estimated Feast attendance (% of estimated site attendance) ÷ \_\_\_\_\_

**Feast Fee** = \$ \_\_\_\_\_

Approved by \_\_\_\_\_ Seneschal \_\_\_\_\_ B/B \_\_\_\_\_ Reeve

## Event Registration Form - Kingdom of Artemisia

Official events will appear in the Sage Advice *only* when this form and an article for publication have been received by the Kingdom Chronicler, Kingdom Seneschal and Kingdom Calendar Deputy by the 1<sup>st</sup> of the month proceeding cover month and all required approvals have been obtained. The article must follow publishing guideline. In the **Sage Advice**, and follow the content guidelines on the reverse of this form.

### When, Where, and How Much:

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_  
Hosting Branch: \_\_\_\_\_ Sponsoring Branch: \_\_\_\_\_  
Site Name and Address: \_\_\_\_\_  
Site Opens: \_\_\_\_\_ Site Closes: \_\_\_\_\_ Alcohol (Circle one) Wet, Dry, Damp \_\_\_\_\_ Camping \_\_\_\_\_ Water \_\_\_\_\_  
Shade \_\_\_\_\_ Fires (explain) \_\_\_\_\_ Pets \_\_\_\_\_ Handicapped Accessible \_\_\_\_\_ Other Restrictions: \_\_\_\_\_  
Site Fee: \_\_\_\_\_ Feast Fee \_\_\_\_\_ Family, member and other discounts and fee structures: \_\_\_\_\_  
Deadline for Feast Reservations: \_\_\_\_\_ Maximum number to be served: \_\_\_\_\_

### Who, Autocrat, (Feast Autocrat, Marshal, MOAS, If applicable)

Autocrat: \_\_\_\_\_ Membership: \_\_\_\_\_  
SCA Name: \_\_\_\_\_ Modern Name: \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Feast Autocrat: \_\_\_\_\_ Membership: \_\_\_\_\_  
SCA Name: \_\_\_\_\_ Modern Name: \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Marshal: \_\_\_\_\_ Membership: \_\_\_\_\_  
SCA Name: \_\_\_\_\_ Modern Name: \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
MOAS; Autocrat: \_\_\_\_\_ Membership: \_\_\_\_\_  
SCA Name: \_\_\_\_\_ Modern Name: \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Approval: We hereby certify that this event is acceptable and may be considered for publication.

#### Autocrat

Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SCA Name: \_\_\_\_\_  
Seneschal of Hosting Branch:  
Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SCA Name: \_\_\_\_\_  
Ruling Nobility Of Hosting Branch:  
Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SCA Name: \_\_\_\_\_  
Seneschal or Ruling Nobility Of Sponsor Branch  
Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SCA Name: \_\_\_\_\_

#### For Kingdom Events:

##### Crown Legal

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SCA Name: \_\_\_\_\_

##### Kingdom Seneschal Legal

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SCA Name: \_\_\_\_\_

##### Kingdom A&S Officer or Earl Marshall Legal

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SCA Name: \_\_\_\_\_

### Conflict Resolutions: Permission has been granted to conflict with a previously scheduled event, or to schedule on the Kingdom weekend.

#### Crown Legal

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SCA Name: \_\_\_\_\_

#### Seneschal(s) of previously scheduled branch(es)

Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SCA Name: \_\_\_\_\_

Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SCA Name: \_\_\_\_\_

Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SCA Name: \_\_\_\_\_

(See instructions on next page)

## EVENT REGISTRATION FORM INSTRUCTIONS

Event Registration form must be received on the 1<sup>st</sup> of the Month preceding the event month.

### Submitting the Form:

1. Send 1 copy to the Kingdom Seneschal, Kingdom Chronicler and Kingdom Calendar Deputy (See the Sage Advice for current officer listing and contact information.)
2. Send 1 copy to the Local Reigning Royalty
3. Send 1 copy to the Local Seneschal

### Event Approval:

Approval is defined as a legal signature with date and SCA name where indicated on the form. Electronic signatures are acceptable if Society membership numbers and expiration dates are included.

### To be considered approved.

- a. Every event registration form must bear the signatures of at least two persons.
- b. Every event requires the approval of the autocrat and local Seneschal. If the autocrat and the Seneschal are the same person, another local officer must also sign.
- c. Baronies require the approval of the Baron/ess.
- d. Incipient branches require the additional approval of the Seneschal/or Baron/ess of the sponsor branch. An incipient branch must have a sponsor branch. A sponsor branch must provide approval for the event, but may also provide financial backing.
- e. Kingdom events require the additional approval of the Crown and Kingdom Seneschal.
- f. Crown Tournament requires the additional approval of the Kingdom Earl Marshall.
- g. Kingdom A & S and Collegium require the additional approval of the Kingdom MOAS.

### When, Where and How Much:

Provide full contact information for the site. If the site does not have a street address, such as ranch, national park or BLM site, provide highway mile marker numbers or other identifiers to enable location to the site. **Good written directions to the site (test them) – GPS coordinates are not enough.**

1. Provide as much information as possible about the restrictions of the site. For alcohol restrictions Wet means there are no restrictions, Damp means beer and wine only, and Dry means no alcohol is permitted on site.
2. **All information from the Event Registration form that is bolded, must appear in the event article that will be published in the kingdom newsletter.**
3. Certain activities require the presence of officers. If your event will have fighting, a warranted Marshal must be present. If an A & S competition is being held, the local MOAS should be present.
4. Articles MUST also include the following:
5. "Make checks payable to \_\_\_\_<insert group name>\_\_ SCA. Inc."
6. Articles may also include the Following:
  - a. Feast menu if available
  - b. If potluck, the method for assigning dishes
  - c. Descriptions of other planned activities, tournaments, etc.
  - d. If Arts and Sciences are held, any submission guidelines or deadlines
  - e. Information on raffles, or other special happenings
  - f. A camera-ready map in dark ink, for the Sage Advice

### Conflict Resolution:

- a. If a local event is to be scheduled on the kingdom weekend (1st of the month) permission must be received by the Crown and the Kingdom Seneschal.
- b. If a Local event is to be scheduled opposite a previously scheduled event(s), permission must be sought and received from the seneschal of each branch already scheduled.