

Calendar Request for Single Group Event

Dates may be requested up to 20 months in advance

Name of Event (as you wish it to appear on Kingdom Calendar):

Date Submitted: _____

Name of Branch: _____
(incipient groups must have a sponsoring group)

For the following date choices, list any events already on the Kingdom Calendar:

1st Choice: _____
2nd Choice: _____
3rd Choice: _____

Requesting Seneschal

SCA Name _____
Modern Name _____
Address _____
City, State, Zip _____
Phone _____
Email _____
Membership # _____ Exp Date _____

(Event steward is a deputy of the seneschal)

Steward SCA Name _____
Modern Name _____
Address _____
City, State, Zip _____
Phone _____
Email _____
Membership # _____ Exp Date _____

***The designated Steward is a deputy Seneschal and must be a member in good standing of the SCA.
This section MUST be complete.
If a steward has not been chosen, list the Seneschal and submit an update when one is selected.
This warrant is effective from the date of signing through four weeks after the event has completed.***

Site Information

Site Address _____ Name of Site _____
(Site information may be left blank if unknown.)

Planned activities: _____

Signatures *(Faxed, scanned or electronic signatures are accepted.)*

I certify that I have verified the membership of the above named individual and I do hereby warrant them as a deputy Seneschal.

Seneschal _____ Date _____

Baron/Baroness _____ Date _____

required for Baronies

required for Baronies

Send completed form to Kingdom Calendar Deputy.

Revised August 24, 2011

Budget Worksheet for Ansteorra Kingdom Events, Multi-Group Events & Combined Events

Autocrat: _____
 Co-Autocrat: _____

List the Event Financial Committee Members:

Sponsoring Group Seneschal: _____
 Participating Group Seneschal: _____
 Participating Group Seneschal: _____
 Participating Group Seneschal: _____
 Suggested: *Regional Seneschal* _____
 Regional Exchequer _____

Description	Budget		Combined Actual Cost	Date Payment was made	Vendor Info	Notes (to be filled in by user)
	1st Event	2nd Event				
Black Star Ad (\$60 / pg) for: January 2011						
Black Star Ad (\$60 / pg) for: month						
Site Expenses:						
Refundable Deposit						For example, security deposit that will be refunded if no damages occur
NonRefundable Deposit						
Hall Rental (less nonrefundable deposit)						
Additional Hours for Hall						
Feast / Sideboard Luncheon						
Site Tokens						
Decorations						
Printing (handouts/invitations)						
Prizes						
Equipment Rental						
Autocrat Needs						
(List additional expenses here)						

Total Budget _____
Less Refundable Expenses _____
Total Projected Event Expense: _____

Actual Event Expense: _____

Proposed Fees	Attendance
Adult Site Fee (age 18 and up)	_____
Youth Site Fee (age 6 to 17)	_____
Children Site Fee (under 5)	_____
Family Max	_____
NMS	_____
Feast	_____
*Gate fund discrepancy	_____
Actual Event Income with NMS:	_____
Actual Event Income without NMS:	_____

Number of Adult Attendees to Break Even: _____
Projected Profit/Loss for adult attendees: _____

Actual Profit or Loss: _____