Calendar Request for Multi-Group Event

Event:				Proposed Date:	
Description:				Alternate Date Choi	ce:
List of Proposed	d Activities:				
Date Submitted:	:				
Participating (Group Info	rmation			
A) Sponsoring	-		Seneschal		
B) Participating	Group		Seneschal		
C) Participating	=		Seneschal		
Requesting S	eneschal			(Event steward is a	a deputy of the seneschal)
. •					
				Modern Name	
				Address	
City, State, Z	Lip			City, State, Zip	
Ema	ail			Email	
Membership	#	Exp C	Date	Membership #	Exp Date
	The designa	ated Steward is a dea	outv Seneschal and	must be a member in	good standing of the SCA.
-	_	Event Balance		Α.	
	0/ Colity		(check if yes	s) Group	. C %
	∕₀ Spiit.	Gloup A //	Gloup B //s_	G10up	
f the event doe	s not break e	even, how will the lo	sses be handled?		
	Even S	Split amongst all gro	oups?		
	% Split:	Group A %	Group B % _	Group	C %
	For the f	ollowing date ch	oices, list any e	vents already on th	ne Kingdom Calendar:
1st Choice:					
2nd Choice:					
Brd Choice:					
Site Informati	on				
Site Addres	SS			Name of Site	
	(must be i	ncluded)		(must	
	(1100110011			`	be included)
Signatures	•	anned or electronic sig	natures are accepte	d.)	be included)
_	•	anned or electronic sig	natures are accepte	d.) Date:	,
Group	(Faxed, sca	anned or electronic sig	•	Date:	Excellencies' Initials
Group	(Faxed, sca A Senescha B Senescha	anned or electronic sig		*	Excellencies' Initials Excellencies' Initials

Send completed form to Calendar Deputy and Kingdom Seneschal.

NOTE: Signing this form indicates you have read and approved the event budget and profit/loss split.

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

Example ONLY - Any budget worksheet approved by the sponsoring group is acceptable

SCA Name (mka: Mundane Name) Phone E-Mail Address Physical Address

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

Budget

Attendance

Description Ist Event 2nd Event Combined Date Payment

Black Star Ad (\$60 / pg) for: January 2011

| Combined Date Payment Was made Wendor Info Notes (to be filled in by user)

Refundable Deposit NonRefundable Deposit

month

Hall Rental (less nonrefundable deposit)

Additional Hours for Hall

Feast / Sideboard Luncheon

Black Star Ad (\$60 / pg) for:

Site Tokens Decorations

Site Expenses:

Printing (handouts/invitations)

Prizes

Equipment Rental

Autocrat Needs

(List additional expenses here)

For example, security deposit that will be refunded if no damages occur

Total Budget

Less Refundable Expenses

Total Projected Event Expense:

Actual Event Expense:

Proposed Fees

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:

Manually enter the amount of actual refunded expenses in cell D36 when they are received

Note: For 'free' site fees, enter ".001" cents. This will allow attendance numbers to equal zero without error. List Gate Income; Attendance numbers will automatically be generated

*Only list excess or loss of gate funds after event in cell D48

NMS is automatically removed from this total, as this surcharge goes to Kingdom

(Projected Event Expense divided by Adult Site Fee)
Type a number into cell B53 to alter projected profit or loss

Any split with Kingdom is taken before profits are distributed to participating groups