

Calendar Request for Multi-Group Event

Event: _____ Proposed Date: _____
 Description: _____ Alternate Date Choice: _____
 List of Proposed Activities: _____
 Date Submitted: _____

Participating Group Information

A) Sponsoring Group _____ Seneschal _____
 B) Participating Group _____ Seneschal _____
 C) Participating Group _____ Seneschal _____

Requesting Seneschal	(Event steward is a deputy of the seneschal)
SCA Name _____	Steward Name _____
Modern Name _____	Modern Name _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Phone _____	Phone _____
Email _____	Email _____
Membership # _____ Exp Date _____	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.

Profit Split and Negative Event Balance

All profits to Kingdom? _____ (Yes / No / Percentage)
 Even Split? _____ (check if yes)
 % Split: Group A % _____ Group B % _____ Group C % _____

If the event does not break even, how will the losses be handled?
 Even Split amongst all groups? _____
 % Split: Group A % _____ Group B % _____ Group C % _____

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

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

Site Information

Site Address _____ Name of Site _____
 (must be included) (must be included)

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

Group A Seneschal _____	Date: _____	Excellencies' Initials _____
Group B Seneschal _____	Date: _____	Excellencies' Initials _____
Group C Seneschal _____	Date: _____	Excellencies' Initials _____

required for Baronies

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.

