## Calendar Request for Multi-Group Event

| Event: |  | Proposed Date: <br> Description: <br> List of Proposed Activities: <br> Alternate Date Choice: <br> Date Submitted: |  |  |  |  |
| :--- | :--- | :--- | :--- | :---: | :---: | :---: |

## Participating Group Information

A) Sponsoring Group
Seneschal
B) Participating Group $\qquad$ Seneschal
$\qquad$
C) Participating Group $\qquad$ Seneschal $\qquad$


Profit Split and Negative Event Balance
All profits to Kingdom? $\qquad$ (Yes / No / Percentage)
$\qquad$ (check if yes)
\% Split: Group A \% $\qquad$ Group B \% $\qquad$ Group C \% $\qquad$

If the event does not break even, how will the losses be handled?
Even Split amongst all groups?
\% Split: Group A \% $\qquad$ Group B \% $\qquad$ Group C \% $\qquad$
For the following date choices, list any events already on the Kingdom Calendar:
1st Choice:
2nd Choice:
3rd Choice:

## Site Information

Site Address | (must be included) |
| :--- |
| Name of Site |
| (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 |

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

Autocrat:
Co-Autocrat:
List the Event Financial Committee Members:
Sponsoring Group Seneschal:
Participating Group Senescha
Participating Group Seneschal:
Participating Group Seneschal
suggested: Regional Seneschal
Regional Exchequer
Description

| Black Star Ad $(\$ 60 / \mathrm{pg})$ for: |
| :--- |
| Black Star Ad $(\$ 60 / \mathrm{pg})$ for: | | January 2011 |
| :---: |
| month |

lack Star Ad ( $\$ 60 / \mathrm{pg}$ ) for: month
expenses.
NonRefundable Deposit
Hall Rental (less nonrefundable deposit)
Additional Hours for Hall
east / Sideboard Luncheon
Site Tokens
Printing (handouts/invitations)
Prizes
Equipment Rental
Autocrat Needs
List additional expenses here)


2nd Event $\quad \frac{\text { Combined }}{\text { Actual Cost }} \quad$ Date Payment

## Vendor Info

## Notes (to be filled in by user)

otal Budget
Less Refundable Expense
Total Projected Event Expense

## Actual Event Expense:

## Proposed Fees <br> Adult Site Fee (age 18 and up)

Youth Site Fee (age 6 to 17)
hildren Site Fee (under 5)
Family Max
NMS
Gate fund discrepancy
Actual Event Income with NMS
Actual Event Income without NMS

## Number of Adult Atendees to Break Even:

 Projected Profit/Loss for adult attendees: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 B 53 to alter projected profit or loss
Any split with Kingdom is taken before profits are distributed to participating groups

