

An Administrative Guide for Autocrats

Greetings, Event Steward, from the Kingdom Seneschal and Kingdom Exchequer!

Thank you for being an Event Steward. Events are one of the best experiences in the SCA and we appreciate your willingness to organize and run an event so that others may enjoy themselves.

Autocratting an event requires more than just booking a site. It requires planning and organization, budgeting, delegating, motivating, mediating and a certain amount of paperwork. While it can be a lot of work, it is very rewarding when all of your hard work and planning results in an enjoyable day for your fellow SCA members.

Enclosed in this packet you will find information and forms to help you in running your event. Please share this information with your staff.

This package may seem a bit overwhelming at first, but as you go through it you will realize that it's simply a collection of all of the various event forms that you've already been doing. All we have done is collect all of the forms that you as autocrat or your various staff members are already responsible for completing for every event, so that you don't have to go looking for each form separately.

Please contact your Baronial Seneschal or Baronial Exchequer with any questions.

If you have questions that they are unable to answer, please feel free to contact the Kingdom Seneschal or Kingdom Exchequer.

Duchess Marion FitzWilliam
Kingdom Seneschal

Baron James the Mercer
Kingdom Exchequer

Forms Included with this Package:

Event Paperwork Checklist

This form is for the autocrats' personal use, and will make it easier to keep track of what forms need to be completed by whom and when they need to be submitted by.

Event Budget Report Form & Alternate Sample Budget System

Take a moment to do up a budget for the event (if you haven't already) with your projected income and expenses. On the expenses, always estimate a little higher just in case.

Event Expense Cash Advance Form

This form should be completed by anyone who needs a cash advance from group funds to cover event expenses. It should be turned in to the group exchequer who will issue a cheque and hold onto the form until all of the relevant receipts have been submitted.

Event Financial Report

You and your local exchequer will fill this form out after all the event receipts have been settled. This report must be given to the group exchequer within 30 days of the event. If this is a Kingdom level event, you must also mail a copy of the form to the Kingdom exchequer.

Autocrat's Event Report

This form is to be filled out by the autocrat after the event. The completed form must be given to the local seneschal within 30 days of the event. If this is a Kingdom level event, you must also mail a copy of the form to the Kingdom Seneschal.

Pre-Registration and Gate Tracking Forms

These forms may be helpful to your Gate Steward to keep track of pre-registrations and event attendees. You may use the forms included, or you may design your own similar form. Using a Gate Tracking form of some kind will make it easier to balance event income at the end of the event with the local exchequer.

Cash Reconciliation Sheet

This form will be helpful to your Gate Steward and anyone else counting cash at the end of the day. Using a Cash Reconciliation Sheet is highly recommended by the Society and Kingdom Exchequers.

Non-Member Surcharge Submission Form

Collected Non-Member Surcharges must be mailed to the NMS Deputy within 14 days of the event. Failure to report Non-Member Surcharges can result in group suspension. More information on the Non-Member Surcharge can be found elsewhere in this package.

Waiver Forms

There are four versions of the waiver form included with this package. You do not have to use all four versions of the waiver form. More information on the waivers is included elsewhere in this package.

Completed waivers must be sent to the Waivers Deputy within 30 days of the event.

For more information on Ealdormere's Waiver Policy, the complete policy is available from the Kingdom Seneschal or can be found online at: <http://www.ealdormere.sca.org/WaiverPolicy.shtml>

Herald's Court Reports

These forms are to be completed by the court herald and sent to the Trillium Herald if a kingdom court is held at the event. The forms can also be used if a baronial court is held, and should then be sent to both the baronial herald and the Trillium Herald.

Armoured Combat Authorization Form and Marshal's Authorization Summary

These forms are to be used by the marshal in charge if any fighter authorizations are done at the event. Remember, the Marshal in Charge must be a warranted marshal to conduct authorizations.

Forms not included with this package:

Chirurgion Event Report and Event Injury Report

The Chirurgion Event Report should be filled out by the Event Chirurgion and sent to the Kingdom Chirurgion after the event. The Event Injury Report should only be used if there is an injury of some kind at the event and should be sent to the Kingdom Chirurgion and the Kingdom Seneschal immediately following the event. More information on these reports is contained elsewhere in this package. The most current forms are available from the Kingdom Chirurgion, or an older version is available in the Chirurgions' Handbook or online at:

<http://www.sca.org/officers/chirurgion/ChirurgionsHandbook2004.pdf>

Armoured Combat Incident Reports

Any time a marshal is witness to an injury, a marshal takes a disciplinary action, or a marshal believes that the Earl Marshal needs to know about something, the senior marshal present will make an Incident Report. If the marshals present do not agree on the events, the marshals who disagree should each write a report. Incident Report Forms can be found in the Marshal's Handbook or online at:

http://www.ealdormere.sca.org/files/handbook_heavy.pdf

Rapier Forms

Forms for use by Rapier Marshals-in Charge can be found in the Rapier Marshals' Handbook or online at: http://www.banjaraweb.com/sca/krm/marshals_forms.html

Archery Event Reports

Archery Event Reports can be found in the Archery Marshals' Handbook or online at:

http://www.ealdormere.sca.org/books/forms/report_archevent.shtml

Information Packages for Site Owners

If you need information on the SCA for the site owner, a detailed booklet is available here:

<http://www.sca.org/docs/for-siteowners.pdf>

Copies of Proof of Insurance for Site Owners

If you need a copy of the insurance certificate for the site owner, it is available from the local seneschal

Information Packages for Media (TV, newspaper, radio, etc.)

If you think you may have media coverage of your event, or would like to be prepared just in case, please contact the Kingdom Media Relations Deputy for copies of customizable press releases and information on the Society's Media Policy.

Information on How to Obtain a Liquor Licence for the Event

If you plan on having a bar at the event and the site owner does not have a permanent liquor licence, you will need a Special Occasion Permit in order to legally sell alcohol. (Ontario law does not permit "Bring Your Own" at day events in halls, community centres, churches, etc. BYO may be done at camping events with the permission of the site owner.) More information on how and when to obtain a Special Occasion Permit can be found at: <http://www.lcbo.com/products/permits.shtml>. Information on the SCA-related specifics of filling out the permit applications is included elsewhere in this package.

Information on How to Obtain Smart Serve Qualifications for Bar Staff

Many sites require Smart Serve-trained bar staff for the event. This training can be paid for out of group funds for members who are going to work at the bar at the event, but it can take a couple of months for processing so you will want to start this process well in advance of the event. More details on the training program are available at: http://smartserve.org/products_training_program.asp

General Guides to Autocrating

There are many online autocrats' guides which will provide general assistance in learning to run an event if there are no experienced autocrats in your area to give you advice and suggestions. While there isn't an Ealdormere-specific guide at the moment, some of the following sites may be of use:

An Tir Autocrats' Handbook

<http://www.currentmiddleages.org/autocrats/handbook.php>

SCA Autocrats' YahooGroup

http://groups.yahoo.com/group/SCA_Autocrats/

Wyewood's Autocrat Guide

<http://www.wyewood.org/docs/autocrat-guide.htm>

Event Information and Helpful Tips

Contracts and Insurance:

- Only seneschals may sign contracts of any kind. This includes all forms of site contracts.
- For sites where the signing authority must be a member of the organization (i.e. Legions, Lions' Clubs, Curling Clubs, etc.) in order to lease the site or benefit from special pricing, the member may sign the contract on behalf of the group but the contract must be previewed and initialled by the seneschal first.
- Seneschals should all have a copy of the current insurance certificate to provide to sites if asked by the site owner. If you need another copy or if you need to know how to order special insurance coverage (with a co-insured named or for equestrian activities), contact the Kingdom Seneschal.
- Autocrats and seneschals do not need to do anything special to activate the insurance. The insurance is in force automatically for any SCA-sponsored events, once the event is listed on the Kingdom Event Calendar and registered with the warranted branch seneschal.

Official Business and Tidings Advertisements:

- While the insurance is still in force, formal actions and announcements with long-term impact on the Society may occur only at events published in advance in the Tidings. These actions include Crown Tournaments, Coronations and Investitures, appointment of kingdom officers, presentation of awards and titles, proclamation of law, and the establishment or advancement of branches.
- A listing on the Kingdom Event Calendar does not constitute "publication" of the event. To be considered a "published" event, a full event ad must run in the Tidings. In exceptional circumstances, an event may be considered published if a full event flyer is mailed to all Tidings subscribers.
- Official Royal and Baronial courts may only be held at published events. Unofficial courts may be held at unpublished events, but any business conducted or awards given will have to be announced again later in an official court at a published event.
- Deputy kingdom officers and local or baronial officers do not need to be appointed at published events, but may be if Their Majesties (or Their Excellencies) so choose.
- Keep in mind that the deadline for ads is the first day of the month before. For example, for an event that you want to have advertised in the June issue of the Tidings, you will need to have your full ad submitted to the Kingdom Chronicler by the first day of May.

Special Occasion Permits:

- Only seneschals may sign contracts of any kind. This includes special occasion permit applications.
- More information on how and when to obtain a Special Occasion Permit can be found at: <http://www.lcbo.com/products/permits.shtml>
- Society has advised us to fill out the SOP application the following way:
 - In the "Name of Applicant" section, goes "SCA, Inc., Shire of Doodlwatz, John Smith branch president" and John Smith's contact info (John being the seneschal)
 - In the "Name of Person who will attend and be responsible for the event" section would go the autocrat and their contact info.
- If the site requires the permit holder to have Smart Serve qualifications, the "Attend and Be Responsible" section could list the head bartender's information instead of the autocrat's information.
- The SOP application should then be signed by the seneschal.
- Usually, the signing party doesn't have to do the running around to drop off the application and pick up the permit, however. Most LCBO's are fine with the autocrat or head bartender dropping off the application and picking up the completed permit, and usually anyone can pick up the alcohol, just as long as they have the permit with them.
- If you have questions about Special Occasion Permits or the application process, please contact the Kingdom Seneschal.

Staff:

- Key event staff MUST be paid members of the SCA. This ESPECIALLY includes autocrats, reservations staff and head troll...anyone with legal responsibility or who is handling money. This is a Society-level requirement and is NOT optional.
- It is highly recommended that bar coordinators and feastocrats also be paid members of the SCA.

Budgeting

- An Event Budget form has been included with this package to assist you in planning for your event. It does not need to be submitted with your event paperwork, but your group may ask the autocrat to complete it prior to releasing funds for an event.
- Anyone who receives funds in advance to purchase event supplies should complete an Event Expense Cash Advance Form prior to receiving funds. Cash advances for an event should be reconciled within 30 days of the advance.
- When a potential expense overrun is detected before the money is spent, take steps to verify that there is no other alternative. If there is really no other alternative, the group's Financial Committee can adjust the budget to match the new estimate. If the overrun is found after the expense has already been incurred, the committee may still approve the additional expense, but it isn't obligated to do so. If the committee doesn't approve the overrun, the person can be reimbursed up to the limit of the budget.

Cash Management

- By Corporate policy, all event funds MUST be deposited **within 14 days** of the event...no exceptions.
- All cash or equivalents (i.e. cheques) received prior to an event must be forwarded to the Group Exchequer for deposit as soon as possible.
- When depositing the cheques, make a list of the cheques by legal name on the cheque, amount and cheque number to allow for later cross-referencing if there is a problem or a refund is requested.
- One individual should be designated to be responsible for custody of funds at the event, and see to it that this money is turned over to the exchequer for reconciliation and deposit. This person may have deputies or helpers; however, the person in charge is ultimately responsible. By Corporate policy, this person must be a paid member of the SCA.
- By Corporate policy, receipts may NOT be reimbursed from the gate or bar proceeds (or from the event's cash income of any kind). All receipts must be turned in to the autocrat so that he/she can instruct the exchequer to issue a cheque for reimbursement.
- All event funds should be deposited in the group's official bank account **within five days** of the event, unless extraordinary circumstances prevail.

Gate Setup and Management

- It is recommended that one person act as Head Gatekeeper and be ultimately responsible for the Gate Table. That person must be a paid member of the SCA.
- The day before the event, withdraw a small amount of cash from the bank account to use as the float. Remember to get coin if your fees are not in whole dollars. The Head Gatekeeper should fill out a Cash Advance form for this money.
- It is suggested that no more than four people should be involved in the gate at any one event, unless it is a very large event or continues over several days. If more than four people are involved, there should be four main staff that are assisted by different people each shift, to ensure continuity.
- Have a list of who is exempt from gate fees, such as royalty or the local baron or baroness, and check them off as they arrive.
- The Head Gatekeeper (Troll) is responsible for ensuring that any Non-Member Surcharges are collected and that waivers are signed by anyone without a waiver on file. More information on these responsibilities is outlined below.

Non-Member Surcharge

- When people check in at the gate, they are required to show proof of membership.
- Valid proof of membership could be a membership card or the mailing label from a Corporate publication, such as the Tidings or TI. They could also use a letter from the Corporate Office confirming that the membership payment has been received or an electronic notice from the Society Registrar of an on-line membership sale from the SCA website.
- If an attendee is not a member or cannot provide proof of membership, they must pay an additional \$4 in the form of a Non-Member Surcharge. This Surcharge is set by the SCA, Inc. and cannot be waived or adjusted.
- If your group offers a reduced site fee for children, a Non-Member Surcharge is not collected for those children.
- No-charge attendees are also exempt from the Non-Member Surcharge.
- If your event is not charging a site fee, there is no Non-Member Surcharge. A NMS form will still need to be completed, letting us know there was no site fee.
- After the event, the local exchequer should assist autocrats in ensuring the NMS form and cheque are completed correctly and submitted on time. A cheque for the Non-Member Surcharge, along with the completed NMS Form, must be sent to the NMS Deputy Exchequer within 14 days of the event.
- For more information on the Non-Member Surcharge, contact the Non-Member Surcharge Deputy.

Waivers

- If an attendee is not a member, they must sign a waiver before entering the event.
- If an attendee has a white membership card indicating that no waiver is on file with Head Office, they must sign a waiver before entering the event.
- If an attendee has used an alternate proof of membership such as a Tidings label, they must sign a waiver before entering the event.
- If an attendee has a blue membership card, they do not need to sign a waiver before entering.
- The above rules apply to both adults and minors.
- There are four versions of the waiver form – an individual adult waiver (the standard form), a roster-style adult waiver (which saves paper), an individual minor waiver (for single-child families) and a family minor waiver (for families with more than one child).
- You do not have to use all four versions of the waiver form. You may choose to use just the roster-style adult waiver and the multi-child family waivers to save photocopying. Unrelated adults may use the roster-style adult waiver, but each family must use a separate family waiver even if they only have one child.
- Roster-style adult waivers may be photocopied double-sided to save paper, but the full waiver text must appear on both sides of the page.
- Do not use waivers as a means of keeping track of how many people are at the event. This is not their purpose.
- Groups may only create their own waiver forms for use at events with the express permission of the Kingdom Seneschal.
- Completed waivers should be sent to the Waivers Deputy within 30 days of the event.
- For more information on Ealdormere's Waiver Policy, the complete policy is available from the Kingdom Seneschal or can be found online at: <http://www.ealdormere.sca.org/WaiverPolicy.shtml>

Chirurgeonate (First Aid) Issues

- Large events should have a warranted chirurgeon designated as the Chirurgeon-in-Charge, especially if there are to be martial activities at the event. It is recommended that even smaller events have a warranted chirurgeon available if at all possible. If your group does not have any members who are warranted chirurgeons, contact the Kingdom Chirurgeon for the names of warranted chirurgeons in nearby groups.
- The Chirurgeon Event Report should be filled out by the Event Chirurgeon and sent to the Kingdom Chirurgeon after the event.
- The Event Injury Report should only be used if there is an injury of some kind at the event and should be sent to the Kingdom Chirurgeon and the Kingdom Seneschal immediately following the event. If there is no official event chirurgeon, this form should be filled out by whichever chirurgeon deals with the injury.
- If, for any reason, the Emergency Medical System is activated (e.g. 911 phone call, ambulance transport required), the Kingdom Chirurgeon MUST be contacted with all the information WITHIN 24 HOURS of the event. This should be done by the event's Chirurgeon-in-Charge (if any), the treating chirurgeon (if any), or the Event Autocrat if s/he was the one to institute an EMS call.

After the Event

- At the close of the event, two or more individuals should reconcile the gate tracking forms to funds collected, and account for gross event income. This should be performed by both the individual responsible for custody of funds and by the exchequer (or designated representative). Use Cash Reconciliation Sheets to help count the funds and keep track of the income from various areas.
- Collect all receipts as soon after the event as possible. It is recommended that you set a cut-off point of 15 to 20 days after the event, so you can meet the 30-day deadline for the event report.
- If you have returned (bounced) cheques written to the SCA (not merchants), contact the Kingdom Exchequer for instructions.

Reporting

- A cheque for the Non-member surcharge, along with the completed NMS Form, must be sent to the NMS Deputy Exchequer within 14 days of the event.
- Waivers must be sent to the Kingdom Waiver Deputy within 30 days of the event.
- The Event Financial Report should be completed by the autocrat, with the assistance of the group exchequer, within 30 days of the event. It should be kept by the group exchequer and forwarded to their baronial and kingdom counterparts with the next regularly scheduled report.
- If the event is a kingdom event, a copy of the Event Financial Report must be forwarded to the Kingdom Exchequer within 30 days of the event.
- Bar costs, including the permit fees, should be recorded under "Occupancy Costs" in the Event Financial Report.
- The Autocrat's Event Report should be completed by the autocrat, with the assistance of the group seneschal, within 30 days of the event. It should be kept by the group seneschal and forwarded to their baronial and kingdom counterparts with the next regularly scheduled report.
- If the event is a kingdom event, a copy of the Autocrat's Event Report must be forwarded to the Kingdom Seneschal within 30 days of the event.
- A checklist is included with this package to assist autocrats in ensuring that all reports are completed on time and submitted to the appropriate people.

Event Paperwork Checklist

Paperwork to be Completed by the Autocrat

Paperwork Type:	Submitted to:	When due:
Event listed on Ealdormere Calendar	Calendar secretary	As soon as possible
Event ad in Tidings	Kingdom Chronicler	3 months before the event (see Tidings for deadlines)
Event budget	Group financial committee (officers)	At the start of the planning process
Non-Member Surcharge Form (accompanied by a cheque)	NMS Deputy	Within 14 days of the event
Event Financial Report	Group Exchequer (& Kingdom Exchequer if a kingdom event)	Within 30 days of the event
Autocrat's Event Report	Group Seneschal (& Kingdom Seneschal if a kingdom event)	Within 30 days of the event
Completed Waivers	Kingdom Waivers Deputy	Within 30 days of the event
Media Coverage details (if any)	Kingdom Media Relations Deputy	Immediately following the event
Information about any "incidents" that could result in legal action or negative publicity for the SCA	Kingdom Seneschal	Immediately following the incident

Paperwork to be Completed by Other Event Staff

Paperwork Type:	Completed by:	Submitted to:	When due:
Event Expense Cash Advance Forms	Event staff who need a cash advance	Autocrat & Group Exchequer	Before funds can be released
Pre-registrations Tracking Forms	Reservations Staff	Autocrat & Head Troll	Night before the event
Gate Tracking Forms	Gate (Troll) Staff	Autocrat	Completed during the event
Herald's Court Reports (kingdom)	Kingdom Court Herald	Trillium Herald	Within 30 days of the event
Herald's Court Reports (baronial)	Baronial Court Herald	Trillium Herald & Baronial Herald	Within 30 days of the event
Armoured Combat Authorization Form	Marshal-in-Charge	Fighter (who sends it to the MoL)	After the authorization bout
Marshal's Authorization Summary	Marshal-in-Charge	Minister of the Lists	Within 30 days of the event
Chirurgion Event Report	Event Chirurgion	Kingdom Chirurgion	Within 30 days of the event
Event Injury Report (if necessary)	Event Chirurgion	Kingdom Chirurgion & Kingdom Seneschal	Immediately after the event (or sooner!)
Armoured Combat Incident Reports	Marshal-in-Charge	Kingdom Earl Marshal	Immediately after the event
Rapier Authorization & other reports	Rapier Marshal-in-Charge	As per instructions on the forms	As per instructions on the forms
Archery Event Reports	Archery Marshal-in-Charge	As per instructions on the forms	As per instructions on the forms

** Contact Information for the various Kingdom Officers and Deputies can be found in the Tidings.

EVENT BUDGET FORM

Group: _____ Event _____
 Event: _____ Date: _____

GATE ESTIMATES

SITE	# Adults	_____	at \$	_____	=	_____
	# Adults	_____	at \$	_____	=	_____
	# Children	_____	at \$	_____	=	_____
	# Children	_____	at \$	_____	=	_____
FEAST	# Adults	_____	at \$	_____	=	_____
	# Children	_____	at \$	_____	=	_____
			LUNCH		=	_____
			BAR		=	_____

TOTAL ESTIMATED INCOME

ESTIMATED EXPENSES

Advertising	
Equipment Rental	
Fees & Honoraria	
Food	
General Supplies - Prizes	
- Children's activities	
- Site Tokens	
- Decorations	
- Other stuff	
Bar Supplies	
Liquor Licence	
Insurance (NON-SCA)	
Site Charges	
Postage	
Printing	
Other Expenses	
TOTAL ESTIMATED EXPENSES	
ADJUSTED EXPENSES (Total Estimated Expenses x 1.1)	
ESTIMATED PROFIT (Total Estimated Income – Adjusted Expenses)	

Approved by:

Seneschal Signature: _____ **Date:** _____

Exchequer Signature: _____ **Date:** _____

Sample Alternate Budget System

Budget

Event: Medieval Mayhem
 Date: February 29, 2006
 Group: Canton of Whatchamacallit
 Autocrat: Lord Bob the Undecided (Bob Smith) Membership #090210, Exp. 12/08

REVENUE	100 Adults	150 Adults	200 Adults	250 Adults
Site fees @\$7	\$700.00	\$1050.00	\$1400.00	\$1750.00
Feast fees @\$12	\$600.00	\$600.00	\$600.00	\$600.00
Lunch Counter	\$400.00	\$400.00	\$400.00	\$400.00
Total	\$1700.00	\$2050.00	\$2400.00	\$2750.00
EXPENSES	100 Adults	150 Adults	200 Adults	250 Adults
Feast Cost (50 Paid)	\$500.00	\$500.00	\$500.00	\$500.00
Hall Cost	\$525.00	\$525.00	\$525.00	\$525.00
Site Tokens, Etc.	\$100.00	\$100.00	\$100.00	\$100.00
Lunch Counter	\$240.00	\$240.00	\$240.00	\$240.00
A&S Supplies	\$50.00	\$50.00	\$50.00	\$50.00
Children's Activities	\$25.00	\$25.00	\$25.00	\$25.00
Tourney Prizes	\$35.00	\$35.00	\$35.00	\$35.00
Total	\$1475.00	\$1475.00	\$1475.00	\$1475.00
PROFIT	\$225.00	\$575.00	\$925.00	\$1275.00

Profits will be split – 50% to local group, 50% to barony

EVENT EXPENSE CASH ADVANCE REQUEST FORM

Branch: _____

Event: _____

Requestor's Modern Name:		
Street Address:		
City:	Province:	Postal Code:
Telephone:		
Requestor's SCA Name:		

ESTIMATED EXPENSES	ESTIMATED TOTAL	ACTUAL TOTAL
Advertising		
Equipment Rental		
Fees & Honoraria		
Food		
General Supplies - Prizes		
- Children's activities		
- Site Tokens		
- Decorations		
- Other stuff		
Bar Supplies		
Liquor Licence		
Insurance (NON-SCA)		
Site Charges		
Postage		
Printing		
Other Expenses		
TOTAL EXPENSES	(E)	(A)
RECONCILIATION: AMOUNT STILL OUT AFTER RECEIPTS		(E) - (A)
CASH RETURNED		
AMOUNT OWED SCA / (AMOUNT OWED SUBMITTER)		

Approved by:

Seneschal Signature: _____ **Date:** _____

Exchequer Signature: _____ **Date:** _____

EVENT FINANCIAL REPORT

Group: _____ Event _____
Event: _____ Date: _____

GATE INFORMATION

SITE	# Adults	_____	at \$ _____	=	_____
	# Adults	_____	at \$ _____	=	_____
	# Children	_____	at \$ _____	=	_____
	# Children	_____	at \$ _____	=	_____
	No charge	_____	at \$ 0.00		_____

Non Member Surcharge _____ at \$ 4.00 = _____

FEAST	# Adults	_____	at \$ _____	=	_____
	# Children	_____	at \$ _____	=	_____

TOTAL _____

Total cheques _____

Total cash (includes floats) _____

Funds counted by: _____

INCOME

Bank deposit from Gate	_____
plus deposit from Lunch Counter	_____
plus deposit from Bar	_____
plus Other Donations (auctions, raffles, etc):	_____
minus cash floats	_____
minus refunds (paid after deposit made)	_____

TOTAL INCOME _____

TOTAL EXPENSES (from next page) _____

Total PROFIT / (LOSS) _____

TRANSFER FOR NON-MEMBER SURCHARGE _____

PROFIT TRANSFERS TO ANOTHER SCA GROUP: _____

EVENT FINANCIAL REPORT

EXPENSES

Advertising	
Equipment Rental	
Fees & Honoraria	
Food	
General Supplies - Prizes	
- Children's activities	
- Site Tokens	
- Decorations	
- Other stuff	
Bar Supplies	
Liquor Licence	
Insurance (NON-SCA)	
Site Charges	
Postage	
Printing	
Other Expenses	

TOTAL _____

EXPENSE TRANSFERS TO ANOTHER SCA GROUP:

 SCA Inc, Equestrian Insurance

TOTAL EXPENSES (transfer to first page)

Comments: (What things happened at this event to make it special, increase attendance etc)

Seneschal signature/date:

Exchequer signature/date:

Autocrat signature/date:

**** Completed Report is to be submitted to group exchequer within 30 days of the event. If the Report is for a kingdom event, a copy must also be submitted to the Kingdom Exchequer.**

AUTOCRAT'S EVENT REPORT

Name of Event	
Host Branch	
Date of Event	
Address of Event	
Nature of the Event	
Date of Report	
SCA Name of Autocrat	
Modern Name of Autocrat	
Membership No. & Exp. Date	
Phone Number of Autocrat	
Email Address of Autocrat	

Attendees (from Event Financial Report)

Number of Adult Members	
Number of Adult Non-Members	
Number of Children	
Number of No-Charge Attendees	

Event Finances (from Event Financial Report)

Income	
Expenses	
Profit / Loss	

Key Event Staff

SCA & Modern Name of Co-Autocrat		
Membership Number & Expiry Date for Above		
SCA & Modern Name of Gatekeeper (Head Troll)		
Membership Number & Expiry Date for Above		
SCA & Modern Name of Feastocrat (Head Cook)		
Membership Number & Expiry Date for Above		

AUTOCRAT'S EVENT REPORT

Additional Event Staff	Modern Name	SCA Name	Member?
Lunch Coordinator			Y / N
Bar Coordinator			Y / N
Marshal in Charge			Y / N
List Coordinator			Y / N
List Herald			Y / N
Fencing Marshal			Y / N
Youth Combat Coordinator			Y / N
A&S Coordinator			Y / N
Merchant Liaison			Y / N
Royalty Liaison			Y / N
Court Herald (kingdom)			Y / N
Court Herald (baronial)			Y / N
Other:			Y / N
Other:			Y / N
Other:			Y / N
Other:			Y / N

Comments or Remarks (use additional paper if necessary)

Autocrat Signature: _____ **Date:** _____

Seneschal Signature: _____ **Date:** _____

** Completed Report, along with copies of all contracts, to be submitted to group seneschal within 30 days of the event. If Report is for a kingdom event, a copy must also be submitted to the Kingdom Seneschal.

Gate Tracking Form

(Instructions: put a checkmark or tick in the appropriate column as people arrive and pay)

Adult Members	Adult Non-Members	Children	No Charge

EVENT CASH RECONCILIATION SHEET

Group: _____ Event Date: _____

Event: _____ Date: _____

Autocrat: _____

Cash From: Gate Bar Lunch Other: _____

Float to Start: Counted by: 1. _____

\$ _____ 2. _____

CASH BOX AT CLOSE

Cash

\$00.01 x _____ = _____
 \$00.05 x _____ = _____
 \$00.10 x _____ = _____
 \$00.25 x _____ = _____
 \$01.00 x _____ = _____
 \$02.00 x _____ = _____
 \$05.00 x _____ = _____
 \$10.00 x _____ = _____
 \$20.00 x _____ = _____
 \$50.00 x _____ = _____

TOTAL = _____

Cheques (use back if necessary)

Cheque #	/	Cheque Total
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____

TOTAL = _____

Total Cash _____

plus Total Cheques _____

Sub-Total _____

less Float _____

Total _____

Counted by: _____

Verified by: _____

1. _____

1. _____

2. _____

2. _____

3. _____

One copy of this form goes to the Exchequer with the money; one copy goes to the Autocrat.

Kingdom of Ealdormere Non-Member Surcharge Form

Identification of Event

Name of Event: _____

Date of Event: _____

Name of Autocrat: _____

Sponsoring/Hosting Group: _____

Name of Exchequer: _____

Information from the Waivers

Total Number of Adult Attendees (Incl. non-members): _____

Total number of Non-Member Adult Attendees: _____

Amount to be remitted through Office of the Kingdom Exchequer

Total number of Non-Member Attendees X \$4 Canadian _____
(This is the amount to be remitted)

_____ **No NMS Collected, Reason** _____

Checklist

- _____ Cheque enclosed (**made Payable "SCA – Ealdormere**) with this Form?
- _____ Original Waiver Sheets for the event sent to Kingdom Waiver Secretary?
- _____ Copies of this Form made for Exchequer files & Seneschal files?

Signature of Autocrat and/or Seneschal & Date

Signature of Exchequer & Date

ver 02/2 - Form & Funds to be submitted to NMS Deputy
Due Within 14 Days of the Event
(contact information found in the Tidings)

Please note: a copy of this form is required to be completed and submitted for all events regardless of amount of NMS collected.

The Society for Creative Anachronism, Inc.

P.O. Box 360789 . Milpitas, California 95036-0789 . Tel (408) 263-9305 . Fax (408) 263-0641

CONSENT TO PARTICIPATE AND RELEASE LIABILITY

I, the undersigned, do hereby state that I wish to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

The SCA has rules which govern and may restrict the activities in which I can participate. These rules include, but are not limited to: Corpora, the By-laws, the various kingdom laws and the Rules for combat related activities.

The SCA makes no representations or claims as to the condition or safety of the land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA.

I understand that all activities are VOLUNTARY and that I do not have to participate unless I choose to do so. I understand that these activities are potentially dangerous or harmful to my person or property, and that by participating I voluntarily accept and assume the risk of injury to myself or damage to my property.

I understand that the SCA does NOT provide any insurance coverage for my person or my property. I acknowledge that I am responsible for my safety and my own health care needs, and for the protection of my property.

In exchange for allowing me to participate in these SCA activities and events, I agree to release from liability, agree to indemnify, and hold harmless the SCA, and any SCA agent, officer, or SCA employee acting within the scope of their duties, for any injury to my person or damage to my property.

This Release shall be binding upon myself, successors in interest, and/or any person(s) suing on my behalf.

I have read the statements in this document. I agree with its terms and have voluntarily signed it. I understand that this document is complete unto itself and that any oral promises or representations made to me concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ AND UNDERSTOOD THIS RELEASE AND I UNDERSTAND ALL ITS TERMS. I EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE.

Legal Name (PRINT): _____

Legal Name (SIGN): _____

Date: _____

The Society for Creative Anachronism, Inc.

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MINOR'S CONSENT TO PARTICIPATE AND HOLD HARMLESS AGREEMENT

_____ (hereafter referred to as "the minor")
Print Minor's Legal Name

does hereby state that the minor wishes to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

The SCA has rules which govern and may restrict the activities in which the minor can participate. These rules include, but are not limited to: Corpora, the By-laws, the various kingdom laws and the Rules for combat related activities.

The SCA makes no representations or claims as to the condition or safety of the land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA.

The minor's parent(s) or guardian(s) understand that all activities are VOLUNTARY and that the minor does not have to participate. It is understood that these activities are potentially dangerous or harmful to the minor's person or property, and that by participating, the minor's parent(s) or guardian(s) voluntarily accepts and assumes the risk of injury to the minor or damage to the minor's property.

It is understood that the SCA does NOT provide any insurance coverage for the minor's person or property; and minor's parent(s) or guardian(s) acknowledge that they are responsible for the minor's safety and the minor's own health care needs, and for the protection of the minor's property.

In exchange for allowing the minor to participate in these SCA activities and events, the minor by and through the undersigned, agrees to release from liability, agrees to indemnify, and hold harmless the SCA, and any SCA agent, officer, or SCA employee acting within the scope of their duties, for any injury to the minor's person or damage to the minor's property.

This Release shall be binding upon the minor, the parent(s) or guardian(s), any successors in interest, and/or any person(s) suing on the minor's behalf.

The minor's parent(s) or guardian(s) understand that this document is complete unto itself and that any oral promises or representations made to them concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

PARENT OR LEGAL GUARDIAN MUST SIGN BELOW:

I, the undersigned, state that I am the parent or legal guardian of the minor whose name appears above. I understand that the above terms and conditions apply to said minor and to myself. I further understand that said minor cannot participate under ANY circumstances in armored martial arts, any combat-related activities, combat-archery, or fencing without parental consent where such participation is allowed by kingdom law. The minor will not be able to participate in any SCA activities without entering into this agreement. This document is binding on myself, the said minor and any person suing on behalf of said minor.

Minor's Name (PRINT): _____

Birth Date of Minor: _____ Home State of Minor: _____

Legal Name (PRINT): _____
Parent/Guardian

Legal Name (SIGN): _____ Date: _____
Parent/Guardian

The Society for Creative Anachronism, Inc.

P.O. Box 360789 Milpitas, California 95036 - 0789

Tel (406) 263- 9305 Fax (408) 263- 0641

MINORS' CONSENT TO PARTICIPATE AND HOLD HARMLESS AGREEMENT

The minors listed by name below (hereafter referred to as "the minors") do hereby state that the minors wish to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

The SCA has rules which govern and may restrict the activities in which the minors can participate. These rules include, but are not limited to: Corpora, the By- laws, the various kingdom laws and the Rules for combat related activities.

The SCA makes no representations or claims as to the condition or safety of the land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA.

The minors' parent(s) or guardian(s) understands that all activities are VOLUNTARY and that the minors do not have to participate. It is understood that these activities are potentially dangerous or harmful to the minors' persons or property, and that by participating, the minors' parent(s) or guardian(s) voluntarily accept s and assumes the risk of injury to the minors or damage to the minors' property.

It is understood that the SCA does NOT provide any insurance coverage for the minors' persons or property; and minors' parent(s) or guardian(s) acknowledge that they are responsible for the minors' safety and the minors' own health care needs, and for the protection of the minors' property.

In exchange for allowing the minors to participate in these SCA activities and events, the minors by and through the undersigned, agree to release from liability, agrees to indemnify, and hold harmless the SCA, and any SCA agent, officer or SCA employee acting within the scope of their duties, for any injury to the minors' persons or damage to the minors' property.

This Release shall be binding upon the minors, their parent(s) or guardian(s), any successors in interest, and/or any person(s) suing on the minors' behalf. The minors' parent(s) or guardian(s) understand that this document is complete unto itself and that any oral promises or representations made to them concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

PARENT OR LEGAL GUARDIAN MUST SIGN BELOW:

I, the undersigned, state that I am the parent or legal guardian of the minors whose names appear below. I understand that the above terms and conditions apply to said minors and to myself. I further understand that said minors cannot participate under ANY circumstances in armored martial arts, any combat - related activities, combat-archery, or fencing without parental consent where such participation is allowed by kingdom law. The minors will not be able to participate in any SCA activities without entering into this agreement. This document is binding on myself, the said minors and any person suing on behalf of said minors.

Home State of Minors: _____

Minor Legal Name: _____ Birthdate: _____

Minor Legal Name: _____ Birthdate: _____

Minor Legal Name: _____ Birthdate: _____

Minor Legal Name: _____ Birthdate: _____

Minor Legal Name: _____ Birthdate: _____

Parent / Guardian
Legal Name (PRINT): _____

Parent / Guardian
Legal Name (SIGN): _____

Date: _____ SCA EVENT: _____



The Kingdom of Caldormere Court Report



Date: _____
Royalty Presiding: _____
Court Herald: _____

Incoming Items (Gifts to Royalty)

Presenter: _____
Crown/Personal?: _____
Mundane Name: _____
Address: _____
Telephone Number: _____
Item Presented: _____

Item Value (Estimated): _____

Presenter: _____
Crown/Personal?: _____
Mundane Name: _____
Address: _____
Telephone Number: _____
Item Presented: _____

Item Value (Estimated): _____

Presenter: _____
Crown/Personal?: _____
Mundane Name: _____
Address: _____
Telephone Number: _____
Item Presented: _____

Item Value (Estimated): _____

Was Money Accepted by an Exchequer?

If so, note it under Crown/Personal, and who the Exchequer was.

Was the Item Regalia or Personal?

Note each item as a gift to the Crown, or a Personal Gift.

Did You Get Addresses and Names?

The Exchequerry need this information, and the Crown will want to write Thank You letters.

Send This Report To:

The Trillium Herald

EALDORMERE COMBAT AUTHORIZATION TRACKING FORM

FIGHTER'S COPY

First time authorizations: Keep this form as your 45 day Temporary Authorization Card

SCA NAME		DATE		<u>LIST MANAGEMENT USE ONLY</u> <u>SUCCESSFUL</u> <u>AUTHORIZATIONS</u> (INITIAL ALL THAT APPLY)			
MODERN NAME		EVENT					
STREET ADDRESS							
CITY		PROV.	POSTAL CODE	S/SH	GS	TW	DGR
TELEPHONE				PA	SP	CA	
STYLE(S) ATTEMPTED	AUTHORIZATION PARTNER(S)			<u>LIST MANAGEMENT USE ONLY</u> RESULTS: PASSED / FAILED			
1 ST AUTHORIZING MARSHAL (SCA & MODERN NAME)				2 ND AUTHORIZING MARSHAL (SCA & MODERN NAME)			

EALDORMERE COMBAT AUTHORIZATION TRACKING FORM

MINISTER OF THE LISTS COPY

Send this form with your completed waiver and a SASE to the MOL

SCA NAME		DATE		<u>LIST MANAGEMENT USE ONLY</u> <u>SUCCESSFUL</u> <u>AUTHORIZATIONS</u> (INITIAL ALL THAT APPLY)			
MODERN NAME		EVENT					
STREET ADDRESS							
CITY		PROV.	POSTAL CODE	S/SH	GS	TW	DGR
TELEPHONE				PA	SP	CA	
STYLE(S) ATTEMPTED	AUTHORIZATION PARTNER(S)			<u>LIST MANAGEMENT USE ONLY</u> RESULTS: PASSED / FAILED			
1 ST AUTHORIZING MARSHAL (SCA & MODERN NAME)				2 ND AUTHORIZING MARSHAL (SCA & MODERN NAME)			

EALDORMERE COMBAT AUTHORIZATION SUMMARY REPORT

EVENT	DATE	GROUP
MARSHAL IN CHARGE	MODERN NAME	TELEPHONE
STREET ADDRESS	CITY	POSTAL CODE

SCA NAME			STYLE(S) ATTEMPTED	RESULTS: PASS/FAIL (PLEASE COMMENT)
MODERN NAME				
STREET ADDRESS				
CITY	PROV.	POSTAL CODE		
TELEPHONE			AUTHORIZING MARSHAL	

SCA NAME			STYLE(S) ATTEMPTED	RESULTS: PASS/FAIL (PLEASE COMMENT)
MODERN NAME				
STREET ADDRESS				
CITY	PROV.	POSTAL CODE		
TELEPHONE			AUTHORIZING MARSHAL	

SCA NAME			STYLE(S) ATTEMPTED	RESULTS: PASS/FAIL (PLEASE COMMENT)
MODERN NAME				
STREET ADDRESS				
CITY	PROV.	POSTAL CODE		
TELEPHONE			AUTHORIZING MARSHAL	

SCA NAME			STYLE(S) ATTEMPTED	RESULTS: PASS/FAIL (PLEASE COMMENT)
MODERN NAME				
STREET ADDRESS				
CITY	PROV.	POSTAL CODE		
TELEPHONE			AUTHORIZING MARSHAL	

The Combat Authorization Summary must be sent to the Minister of the Lists.