

Event Registration Form - Kingdom of Artemisia

Official events will appear in the Sage Advice *only* when this form and an article for publication have been received by the Kingdom Chronicler, and Kingdom Event Steward by the 1st of the month proceeding cover month and all required approvals have been obtained. The article must follow publishing guideline. In the **Sage Advice**, and follow the content guidelines on the reverse of this form.

When, Where, and How Much:

Name of Event: _____ Date(s) of Event: _____
Hosting Branch: _____ Sponsoring Branch: _____
Site Name and Address: _____
Site Opens: _____ Site Closes: _____ Alcohol (Circle one) Wet, Dry, Damp _____ Camping _____ Water _____
Shade _____ Fires (explain) _____ Pets _____ Handicapped Accessible _____ Other Restrictions: _____
Site Fee: _____ Feast Fee _____ Family, member and other discounts and fee structures: _____
Deadline for Feast Reservations: _____ Maximum number to be served: _____

Who, Autocrat, (Feast Autocrat, Marshal, MOAS, If applicable)

Autocrat: _____ Membership: _____
SCA Name: _____ Modern Name: _____
Address _____ Phone: _____ Email: _____
Feast Autocrat: _____ Membership: _____
SCA Name: _____ Modern Name: _____
Address _____ Phone: _____ Email: _____
Marshal: _____ Membership: _____
SCA Name: _____ Modern Name: _____
Address _____ Phone: _____ Email: _____
MOAS; Autocrat: _____ Membership: _____
SCA Name: _____ Modern Name: _____
Address _____ Phone: _____ Email: _____

Event Approval: We hereby certify that this event is acceptable and may be considered for publication.

Autocrat

Legal Signature: _____ Date: _____ SCA Name: _____

Seneschal of Hosting Branch:

Legal Signature: _____ Date: _____ SCA Name: _____

Ruling Nobility Of Hosting Branch:

Legal Signature _____ Date: _____ SCA Name: _____

Seneschal or Ruling Nobility Of Sponsor Branch

Legal Signature _____ Date: _____ SCA Name: _____

For Kingdom Events:

Crown Legal

Signature: _____ Date: _____ SCA Name: _____

Kingdom Seneschal Legal

Signature: _____ Date: _____ SCA Name: _____

Kingdom MOAS (For Kingdom A&S or Collegium) Legal

Signature: _____ Date: _____ SCA Name: _____

Conflict Resolutions: Permission has been granted to conflict with a previously scheduled event, or to schedule on the Kingdom weekend.

Crown Legal

Signature: _____ Date: _____ SCA Name: _____

Seneschal(s) of previously scheduled branch(es)

Legal Signature: _____ Date _____ SCA Name: _____

Legal Signature: _____ Date _____ SCA Name: _____

Legal Signature: _____ Date _____ SCA Name: _____

(See instructions on reverse side)

EVENT REGISTRATION FORM INSTRUCTIONS

Event Registration form must be received by 1st of month prior to event

Submitting the Form:

1. **Send 1 copy to the Kingdom Event Steward (See the Sage Advice for current listing)**
2. **Send 1 copy to the Kingdom Chronicler (See the Sage Advice for current listing)**
3. **Send 1 copy to the Local Reigning Royalty**
4. **Send 1 copy to the Local Seneschal**

Event Approval:

Approval is defined as a legal signature with date and SCA name where indicated on the form. To be considered approved. Every event registration form must bear the signatures of at least two persons.

Every event requires the approval of the autocrat and local Seneschal. If the autocrat and the Seneschal are the same person, another local officer must also sign.

Baronies require the approval of the Baron/ess.

Incipient branches require the additional approval of the Seneschal/or Baron/ess of the sponsor branch.

Kingdom events require the additional approval of the Crown and Kingdom Seneschal.

Kingdom A & S and Collegium require the additional approval of the Kingdom MOAS.

When, Where and How Much:

Provide full contact information for the site. If the site does not have a street address, such as ranch, national park or BLM site, provide highway mile marker numbers or other identifiers to enable location to the site.

An incipient branch must have a sponsor branch. A sponsor branch must provide approval for the event, but may also provide financial backing.

Provide as much information as possible about the restrictions of the site. For alcohol restrictions Wet means there are no restrictions, Damp means beer and wine only, and Dry means **no alcohol** is permitted on site.

All information from the Event Registration form that is bolded, must appear in the event article that will be published in the kingdom newsletter.

Certain activities require the presence of officers. If your event will have fighting, a warranted Marshal must be present. If an A & S competition is being held, the local MOAS should be present

Conflict Resolution:

If a local event is scheduled on the kingdom weekend (2nd of the month) permission must be received by the Crown.

If a Local event is scheduled opposite a previously scheduled event(s), permission must be sought and received from the seneschal of each branch already scheduled.

Event Article guidelines

Articles must also Include the following:

Good directions to the site (test them)

“Make checks payable to _____ SCA. Inc.”

Articles may also include the Following:

Feast menu if available

If potluck, the method for assigning dishes

Descriptions of other planned activities

If A&S, any submission guidelines or deadlines

Information on raffles

A Camera-ready map in dark ink, for the Sage Advice