

# Event Registration Form, Kingdom of Artemisia

Event name \_\_\_\_\_ Event date \_\_\_\_\_

Hosting branch \_\_\_\_\_ Sponsoring branch \_\_\_\_\_

Site \_\_\_\_\_

Site address \_\_\_\_\_

Site opens \_\_\_\_\_ Site closes \_\_\_\_\_ Site fee \_\_\_\_\_

Disability Access \_\_\_\_\_ Pets Allowed \_\_\_\_\_ Camping \_\_\_\_\_ Water available \_\_\_\_\_ Shade \_\_\_\_\_ Fires \_\_\_\_\_

Alcohol: Dry \_\_\_\_\_ Damp \_\_\_\_\_ Wet \_\_\_\_\_ Other \_\_\_\_\_

Feast reservations due \_\_\_\_\_ Max to be served \_\_\_\_\_ Feast fee \_\_\_\_\_

Family or other discounts or fee structures \_\_\_\_\_

**Event Steward** SCA name \_\_\_\_\_ Legal name \_\_\_\_\_

Address \_\_\_\_\_ Membership # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Feast Steward** SCA name \_\_\_\_\_ Legal name \_\_\_\_\_

Address \_\_\_\_\_ Membership # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Local Marshal** SCA name \_\_\_\_\_ Legal name \_\_\_\_\_

Address \_\_\_\_\_ Membership # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Local MOAS** SCA name \_\_\_\_\_ Legal name \_\_\_\_\_

Address \_\_\_\_\_ Membership # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**We hereby certify that this event is acceptable and may be considered for publication:**

Event Steward legal signature \_\_\_\_\_ Date \_\_\_\_\_

Seneschal of hosting branch \_\_\_\_\_ Date \_\_\_\_\_

Legal signature \_\_\_\_\_

Ruling nobility of hosting branch \_\_\_\_\_ Date \_\_\_\_\_

Legal signature \_\_\_\_\_

Seneschal or ruling nobility of sponsor branch \_\_\_\_\_ Date \_\_\_\_\_

Legal signature \_\_\_\_\_

**For Kingdom events:**

Crown signature \_\_\_\_\_ Date \_\_\_\_\_

Kingdom Seneschal signature \_\_\_\_\_ Date \_\_\_\_\_

KMOAS or Earl Marshal signature \_\_\_\_\_ Date \_\_\_\_\_

**Conflict resolution:** Permission has been granted to conflict with a previously scheduled event or to schedule on a kingdom weekend.

Crown signature \_\_\_\_\_ Date \_\_\_\_\_

Branch seneschal signature \_\_\_\_\_ Date \_\_\_\_\_

Branch seneschal signature \_\_\_\_\_ Date \_\_\_\_\_

Branch seneschal signature \_\_\_\_\_ Date \_\_\_\_\_

# Instructions for Event Registration Form, Kingdom of Artemisia

Official events will appear in the *Sage Advice* when this form and an article have been received by the Kingdom Chronicler, Kingdom Seneschal, and Kingdom Calendar Deputy and all required approvals have been obtained. All paperwork must be received by the first of the month, at least two months preceding the cover month in which the event will be held, and follow the content guidelines on this form.

## Submitting the Form:

1. Send one (1) copy to:
  - a. Kingdom Seneschal [seneschal@artemisia.sca.org](mailto:seneschal@artemisia.sca.org)
  - b. Kingdom Chronicler [sage-advice@artemisia.sca.org](mailto:sage-advice@artemisia.sca.org)
  - c. Kingdom Calendar Deputy [calendar-seneschal@artemisia.sca.org](mailto:calendar-seneschal@artemisia.sca.org)
2. Send one (1) copy to the Local Reigning Baronage (if applicable)
3. Send one (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. Electronic signatures are acceptable if Society membership numbers and expiration dates are included.

## To be considered approved.

- a. Every event registration form must bear the signatures or membership information for at least two people.
- b. Every event requires the approval of the event steward and local Seneschal. If the event steward and the Seneschal are the same person, another local officer must also sign.
- c. Baronies require the approval of the Baronage.
- d. Incipient branches require the additional approval of the Seneschal/or Baronage of the sponsor branch. An incipient branch must have a sponsor branch. A sponsor branch must provide approval for the event, but may also provide financial backing.
- e. Kingdom events require the additional approval of the Crown and Kingdom Seneschal.
- f. Crown Tournament requires the additional approval of the Kingdom Earl Marshall.
- g. Kingdom Arts & Sciences and Kingdom 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. Include good written directions to the site (test them) – GPS coordinates are not enough.

1. Include as much information as possible from the Event Registration form in the event article to be published in the kingdom newsletter.
2. 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.
3. 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.

### 4. Articles MUST also include the following:

5. "Make checks payable to \_\_<insert group name>\_\_, SCA, Inc."
6. Statement on NMS (All applicable non-member surcharges apply or \$5.00 Non-member Surcharge applies.

### 7. Articles may also include the following:

- Feast menu if available
- If potluck, the method for assigning dishes
- Descriptions of other planned activities, tournaments, etc.
- If Arts and Sciences are held, any submission guidelines or deadlines
- Information on raffles, or other special happenings
- A camera-ready map in dark ink, for the *Sage Advice*

## Conflict Resolution:

- a. If a local event is to be scheduled on the kingdom weekend (1st of the month), permission must be received by the Crown and the Kingdom Seneschal.
- b. If a Local event is to be scheduled opposite a previously scheduled event(s), permission must be sought and received from the seneschal of each branch already scheduled and the Kingdom Calendar Deputy.