



# Barony of Endewealde

## Event Steward's Guidelines

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Are you an Event Steward (formerly known as "Autocrat")? Or are you considering it? The following guidelines are policies and timelines related to successful event coordination. Your role as Event Steward is highly valued and critical to populace participation in the SCA. Thank you for volunteering your time and energy to the Barony of Endewealde, the East Kingdom, and the SCA!

### Policies

While this document is a guideline for organizing an event, modern laws and SCA policies must be observed. Modern laws still apply to our SCA activities. Report emergencies and civil or criminal disobedience to the local authorities as you would in the modern world.

Please review the SCA Organization Handbook located at [www.sca.org](http://www.sca.org) under the "Documents" section. Specifically, review "The CORPORA of the Society for Creative Anachronism, Inc", section II. "Events". At the time of this writing, sections include: Society Events Defined, Requirements for Participants at Society Events, Business Requiring Prior Announcement, Individuals in Charge of Events, Duty to Enforce Requirements, Policy on Religion, and Waterbearing.

East Kingdom policies regarding events can be found at [www.eastkingdom.org](http://www.eastkingdom.org) under Officers, Seneschal, and the "Documents" link to "East Kingdom Law". Review "Section VIII. Events" for Kingdom Events, The East Kingdom University, Inter-Kingdom Events, Martial Activities at Events, Major Kingdom Events Conflict, and Using an Event Site Outside a Group's Borders.

The Barony of Endewealde also has codified policies for events in its Charter. Review "Section VI. Events" in the Barony of Endewealde Charter located at [www.endewealde.eastkingdom.org](http://www.endewealde.eastkingdom.org) under "Endewealde Governing Documents". Topics cover the observation of previously noted policies, Event Steward appointments, event proposals, financial responsibilities, and event themes. Please also review "Section X. Financial Policy" subsection B, regarding Event budgets.

Modern laws and SCA policies are not meant to intimidate event stewards, but to protect the interests of all parties involved. By assuming the role of Event Steward, you are an officer of the Barony and have the authority to manage the event. The Seneschal or appointed deputy will be available to support you.

### Timeline

For event planning, remember "earlier is better!" Whereas the timeline in these guidelines are intended to help avoid stressful situations, there are hard-deadlines which must be met to avoid stress for many others. With enough advance notice, event staff and participants can plan accordingly for an amazing event.

### At 6 Months (minimum):

- Submit an Event Proposal to the Seneschal (see Appendix). If not a traditionally reoccurring event, you'll need to have some idea about the event name, theme, date and location. It is not necessary to have all the details worked out, but you should have a clear vision of the event.
- Begin to locate a suitable site, if not predetermined.
- Begin to rally support for running the event. Spread the word among the populace looking for key staff positions such as a deputy, dayboard/feast stewards, marshals, class teachers, gate stewards, etc. Note that most members of the populace contribute in some way and want to help.

### At 4 Months (minimum):

- Once the Seneschal has authorized the Event Proposal (which may be earlier than 4 months), submit the following for approval:
  - Contact the Exchequer for previous year's event budget/report figures for comparison. Usually 2 or 3 year's worth. Consider the site fee, insurance, dayboard, feast, site tokens, etc. when putting your budget together.
  - If your event includes a feast, ask the feast-o-crat to estimate a per person dollar amount. For reference, in 2016 a period-ish feast can be made at about \$8-\$10/person. A four-course feast was made for ToL at \$12/person. Multiply this number times a rough estimate of participants, plus 5, to include in your budget. Consider capping the feast.
  - Submit your budget to the Exchequer (and copy the Seneschal) using the "Event Budget Request Form" (preview provided in the Appendix). It will be forwarded to the Finance Committee, who makes a recommendation to the Seneschal. Note that the Seneschal is not obligated to heed the recommendation; although they probably will.
  - Once your budget is approved, the Exchequer will give you a check for the approved amount. You may disperse those funds at will, collecting receipts as you go. After the event you will have to submit receipts to the exchequer for each expense, along with the expense report, any unused funds, funds collected at the gate, and the gate sheets.
  - Submit the event announcement to the Seneschal for approval prior to:
    - Posting on the East Kingdom Event Calendar website ([www.eastkingdom.org/EventListing.html](http://www.eastkingdom.org/EventListing.html)). On the website, click the Events link and choose "Add New Event". You may want to review the site before preparing the event announcement to know what's expected (See Appendix). You can prepare an incomplete announcement with just the event name, start date, and SCA branch name. Completed announcements may be updated at any time with the access code provided via email.
    - Share the event announcement information with the Endewealde Webminister. The Webminister may have an event website with further site details such as parking, accessibility, rest room facilities, etc.

- Printing in *Pikestaff*. Events submitted to the Kingdom Event Calendar will appear in *Pikestaff* if submitted by the 25<sup>th</sup> of the month preceding the month before the print edition is released. For example, an announcement submitted by the 25<sup>th</sup> of January will appear in the March *Pikestaff* (printed and mailed in February). A *minimum* of four months (**not** including the month of the event) advance advertising is recommended. That means a July event should appear in the June, May, April and March *Pikestaffs*, which means it should be submitted by Jan.25<sup>th</sup>. (See, “earlier is better!”)
  - Share your event via social media (i.e. Facebook). Be careful not to publish any official information here that is not included in the event announcement; because social media is not official. A webpage may be created on the Endewearde website to provide additional information (i.e. event schedule, specific information about the site, competition requirements, etc.)
  - When preparing the event announcement, please note “Good faith reservations for gentles coming from Canada are accepted upon notification of {either the event steward or the reservations clerk name and email address}”. This is “encouraged” by the Kingdom.
- Confirm your site. **Only the Seneschal may sign a contract if one is required.** Some sites require “proof of insurance” or general liability insurance. Notify the Seneschal and Exchequer if insurance is required. You may want to review the “Information about Insurance” or “About Equestrian Insurance certificates” at [www.sca.org/docs/insurance.html](http://www.sca.org/docs/insurance.html). General liability insurance is generally \$50/event. If ordering within 30 days of an event, the late fee is \$175.
- Coordinate with the Chamberlain for any Baronial equipment needs. They will have contacts for those storing Baronial equipment that may or may not be available to transport it.
- If scrolls or prizes are to be awarded, contact the artisans to give them time to work on them.
- Confirm your event staff, noting that some will need to organize their own staff as well. Positions may include, but are not limited to:
- |                             |                           |                            |
|-----------------------------|---------------------------|----------------------------|
| ○ Dayboard/feast stewards   | ○ Chancellor Minor        | ○ Contacts for scroll work |
| ○ Marshals (Adult & Youth)  | ○ Minstrels               |                            |
| ○ Teachers/Judges           | ○ Dancemaster(s)          |                            |
| ○ Chatelaine (for Gold Key) | ○ Parking attendant(s)    |                            |
| ○ Gate stewards             | ○ Set-up/Break-down staff |                            |
- Collect receipts as money is spent as they are required by the Exchequer’s event package.
- Collect *acceptable* out-of-pocket expenses by the event steward ranging from \$25-\$75. You do not have to ‘donate’ these funds, even unbudgeted expenses. If there’s a receipt, the Barony can cover it. Obviously, this should not be abused.

### Within Two Weeks Before the Event:

- You should have the “Autocrat Box” by this point (since the last event). It has pens, clip boards, a cash box, check stamp with “SCA-Maine, Inc. Endewearde”, and all other matter of supplies to help organize Gate.

- Ensure there are an ample supply of Gate Sheets and waivers available. Contact Meister Otto if the gate steward is interested in using an electronic gate sheet (Excel spreadsheet).
- Obtain cash for the cashbox.

### At the Event:

- As noted previously, you are an officer of the Barony and have the authority to manage the event. Many people at the event may not know exactly who has organized it. The Event Steward should wear the yellow baldric, provided in the event steward box.
- Don the yellow fabric baldric (found in the Autocrat Box) so people with questions know how to identify you.

### Within Two Weeks After the Event:

- Arrange to meet with the Exchequer to turn-in money, gate sheets, waivers, and receipts. Fill-out the event report.
- Post any lost and found items to Facebook.

### Important Event Planning Dates:

Event	6 Month Notice	4 Month Notice	Event Date
The Endewearde Hunt	Early April	Early June	Early to Mid-October
Feast of St. Sylvester	Early August	Early October	Early January
Tourney of Love	Mid-August	Mid-October	Mid-February
Jehan's Fighting & Fencing at the Fort	End of October	End of December	End of April
Fort Knox Demo	Mid-December	Mid-February	Mid-June

# Appendix

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## Content

- A. Event Proposal Form
- B. Event Budget Request Form
- C. Reservation Forms
- D. Event Announcements
- E. Chamberlain's Inventory
- F. Traditionally Reoccurring Event Specifics
  - a. Tourney of Love
  - b. Jehan's Fencing and Fighting at the Fort
  - c. Fort Knox Demo
  - d. The Endewealde Hunt
- G. Event Checklist
- H. Contracts & Insurance Notice
- I. Gate Sheet

# Event Steward Proposal Form

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In order for the Seneschal to authorize an event and appoint you the Event Steward, a temporary Baronial officer, there's some information you'll need to provide. Hopefully, you'll find this form helpful in assembling the information for the Seneschal's consideration. Simply cut 'n' paste the form below to an email or other appropriate document and fill-in the blanks as much as you can, then email it to the Seneschal. Don't worry about formatting! The information is what's important. Or, you can simply print out this form, fill it in by hand, and deliver it to the Seneschal.

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Your Name:

Your Membership Number:

Your Membership Expiration Date:

Name of Event:

Proposed Date of Event:

Proposed Location/s (Include site name/s, address/es, phone number/s, point/s of contact):

Briefly Describe the Event:

Who will help you with your plans?:

Proposed Site Fees (if you've thought that far ahead):


Financial Information (Include the cost of the site if there is one, cost of "Additional Insured" certificate if required, anticipated expenses for dayboard/s, feast/s, port-a-potty rental, any "big ticket" items. Don't worry yet about the incidentals like site tokens, duck tape, awards, etc. You'll have time later to flesh out your budget if your proposal is accepted.):

# Event Budget Request Form


|    | A                                                  | B                    | C                  | D                       | E                     | F                         | G            | H |
|----|----------------------------------------------------|----------------------|--------------------|-------------------------|-----------------------|---------------------------|--------------|---|
| 1  | <b>The SOCIETY FOR CREATIVE ANACHRONISMS, INC.</b> |                      |                    |                         |                       |                           |              |   |
| 2  | CASH ADVANCE REQUEST FORM                          |                      |                    |                         |                       |                           |              |   |
| 3  | <b>Event Budget REQUEST FORM</b>                   |                      |                    |                         |                       |                           |              |   |
| 4  | Branch:                                            | Barony of Endewealde |                    |                         |                       |                           |              |   |
| 5  | Event Name:                                        |                      |                    |                         |                       |                           |              |   |
| 6  | Event Date:                                        |                      |                    |                         |                       |                           |              |   |
| 7  | Requestor's Name                                   |                      |                    |                         |                       |                           |              |   |
| 8  | Street Address:                                    |                      |                    |                         |                       |                           |              |   |
| 9  | City:                                              |                      | State or Province: |                         | Zip or Postal         |                           |              |   |
| 10 | Telephone: Home                                    |                      | Email:             |                         |                       |                           |              |   |
| 11 | SCA Name:                                          |                      | Member #           |                         | Expiration Date       |                           |              |   |
| 12 |                                                    |                      |                    |                         |                       |                           |              |   |
| 13 | EXPENSES                                           |                      | Office & Admin     | Event Related           | Fundraising           | ESTIMATED TOTAL           | ACTUAL TOTAL |   |
| 14 | 1 Advertising                                      |                      |                    |                         |                       | \$0.00                    |              |   |
| 15 | 2 Equipment Rental & Maintenance                   |                      |                    |                         |                       | \$0.00                    |              |   |
| 16 | 3 Fees & Honoraria                                 |                      |                    |                         |                       | \$0.00                    |              |   |
| 17 | 4 Food                                             |                      |                    |                         |                       | \$0.00                    |              |   |
| 18 | 5 General Supplies                                 |                      |                    |                         |                       | \$0.00                    |              |   |
| 19 | 6 Insurance (NON-SCA)                              |                      |                    |                         |                       | \$0.00                    |              |   |
| 20 | 7 Occupancy & Site Charges                         |                      |                    |                         |                       | \$0.00                    |              |   |
| 21 | 8 Postage & Shipping, PO Box Rental                |                      |                    |                         |                       | \$0.00                    |              |   |
| 22 | 9 Printing & Publications                          |                      |                    |                         |                       | \$0.00                    |              |   |
| 23 | 10 Telephone                                       |                      |                    |                         |                       | \$0.00                    |              |   |
| 24 | 11 Travel (Gas, Tolls, Airfare)                    |                      |                    |                         |                       | \$0.00                    |              |   |
| 25 | 12 Other Expenses (itemize on back)                |                      |                    |                         |                       | \$0.00                    |              |   |
| 26 | 13 TOTAL EXPENSES (Lines 1 to 12)                  |                      |                    |                         |                       | \$0.00                    | \$0.00       |   |
| 27 | 14 RECONCILIATION: AMOUNT STILL OUT AFTER RECEIPTS |                      |                    |                         |                       | 13G Estimated -13H Actual | \$0.00       |   |
| 28 | 15 Cash Returned                                   |                      |                    |                         |                       |                           |              |   |
| 29 | 16 Amount Owed SCA / (Amount Owed Submitter)       |                      |                    |                         |                       | 14-15                     | \$0.00       |   |
| 30 | FEES, Honoraria, and OTHER Expenses: Paid To:      |                      | Reason             |                         |                       | Actual Amount             |              |   |
| 31 |                                                    |                      |                    |                         |                       |                           |              |   |
| 32 |                                                    |                      |                    |                         |                       |                           |              |   |
| 33 | TOTAL:                                             |                      |                    |                         |                       |                           |              |   |
| 34 | Approved By:                                       |                      |                    | Date:                   |                       |                           |              |   |
| 35 |                                                    |                      |                    |                         |                       |                           |              |   |
| 36 | Date Receive                                       |                      |                    |                         | Date Reconciled:      |                           |              |   |
| 37 | FOR THE EXCHEQUER'S USE ONLY                       |                      |                    |                         |                       |                           |              |   |
| 38 |                                                    |                      |                    |                         |                       |                           |              |   |
| 39 |                                                    |                      |                    |                         |                       |                           |              |   |
| 40 |                                                    |                      | Office & Admin     | Event Related           | Fundraising           | Budgeted TOTAL            | ACTUAL TOTAL |   |
| 41 | PER PERSON EXPENSES                                |                      |                    |                         |                       | \$0.00                    |              |   |
| 42 | Feast Food (+ supplies)                            |                      |                    |                         |                       | \$0.00                    |              |   |
| 43 | Dayboard Food (+ supplies)                         |                      |                    |                         |                       | \$0.00                    |              |   |
| 44 | Site Charges (use if site charge is per person)    |                      |                    |                         |                       | \$0.00                    |              |   |
| 45 | Sub-total:                                         |                      |                    |                         |                       | \$0.00                    | \$0.00       |   |
| 46 |                                                    |                      | Budgeted - Actual  |                         |                       | \$0.00                    |              |   |
| 47 |                                                    |                      |                    |                         |                       |                           |              |   |
| 48 |                                                    |                      | Price Per          | Budgeted # of Attendise | Actual # of Attendise |                           |              |   |
| 49 | Adult Event Fee (18 ->)                            |                      | \$0.00             |                         |                       | \$0.00                    | \$0.00       |   |
| 50 | Teen Event Fee (6 - 17)                            |                      | \$0.00             |                         |                       | \$0.00                    | \$0.00       |   |
| 51 | Child Event Fee (0 - 5)                            |                      | \$0.00             |                         |                       | \$0.00                    | \$0.00       |   |
| 52 | Feast Fee                                          |                      | \$0.00             |                         |                       | \$0.00                    | \$0.00       |   |
| 53 | Totals                                             |                      |                    | 0.00                    | 0.00                  | \$0.00                    | \$0.00       |   |

# Reservation Forms

Offering reservation forms for attendance ahead of the event saves A LOT of headaches later. Three forms are provided: without feast, with feast, and weekend event (shown below). The original form is in MS Word when event details can be added such as the name and cost structure. Lord Otto uses Nuance PDF software to convert it to a fillable PDF with a script to total dollar amounts.

| Barony of Endewearde<br>Event Pre-Registration                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|-------|--------------|--------|-----|-------|-----------------------------------|--|----------|--|------------------------------|--|----------|--|--------------------------------|--|------|--|------------------------------|--|---------|--|-------------|--|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| Please fill out this form if you are making a Pre-Registration for an Event put on by the Barony of Endewearde.                                                                                                                                                                                                                                                                                                                                                                                                         |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| Name of the Event: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| Please Print:<br>Legal Name: _____ SCA Member No. _____<br>Be prepared to show proof of membership at gate.                                                                                                                                                                                                                                                                                                                                                                                                             |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| Mailing Address: _____<br>Street City State Zip                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| E-mail address for confirmation: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| Phone Number: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| <table border="1"><thead><tr><th>Participants</th><th>Number</th><th>Fee</th><th>Total</th></tr></thead><tbody><tr><td>Number of Adults (ages 18 and up)</td><td></td><td>@\$12.00</td><td></td></tr><tr><td>Number of Youth (ages 6-17)*</td><td></td><td>@\$10.00</td><td></td></tr><tr><td>Number of Children (ages 0-5)*</td><td></td><td>Free</td><td></td></tr><tr><td>Number of Adult Non Members*</td><td></td><td>@\$5.00</td><td></td></tr><tr><td colspan="3">Grand Total</td><td></td></tr></tbody></table> |        |          |       | Participants | Number | Fee | Total | Number of Adults (ages 18 and up) |  | @\$12.00 |  | Number of Youth (ages 6-17)* |  | @\$10.00 |  | Number of Children (ages 0-5)* |  | Free |  | Number of Adult Non Members* |  | @\$5.00 |  | Grand Total |  |  |  |
| Participants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number | Fee      | Total |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| Number of Adults (ages 18 and up)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        | @\$12.00 |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| Number of Youth (ages 6-17)*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        | @\$10.00 |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| Number of Children (ages 0-5)*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        | Free     |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| Number of Adult Non Members*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        | @\$5.00  |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| Grand Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| * Appropriate waivers need to be signed at gate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| PLEASE MAKE CHECKS PAYABLE TO: SCA-MAINE, INC. ENDEWARDE                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |
| Special needs and or Notes:<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |          |       |              |        |     |       |                                   |  |          |  |                              |  |          |  |                                |  |      |  |                              |  |         |  |             |  |  |  |

| Additional Preregistration (do not include yourself):                                                                                                 |                       |                        |                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------|------------------------------------|
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| *** Be prepared to show proof of Membership at gate.                                                                                                  |                       |                        |                                    |
| Any Questions, Please email the Registration clerk, Master Godric of Hamtun at <a href="mailto:godricofhamtun@yahoo.com">godricofhamtun@yahoo.com</a> |                       |                        |                                    |
| Mail this completed for with your check to:<br>Raymond Sprague<br>Endewearde Event Name Reservations<br>120 Hudson Road<br>Bangor, Me 04401           |                       |                        |                                    |
| <b>Reservation Clerk use Only:</b>                                                                                                                    |                       |                        |                                    |
| Check # _____                                                                                                                                         | Amount of Check _____ | Date Check Rec'd _____ |                                    |
| Date transferred to Exchequer for Deposit: _____                                                                                                      |                       |                        |                                    |
| Notes:<br>_____<br>_____<br>_____                                                                                                                     |                       |                        |                                    |

| Barony of Endewearde<br>Event Pre-Registration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|-------|--------------|--------|-----|-------|---------------------------------------|--|----------|--|---------------------------------------|--|----------|--|-----------------------------------------|--|------|--|-------|--|--|--|-----------------------------------|--|--|--|---------------------------------------|--|----------|--|---------------------------------------|--|---------|--|-----------------------------------------|--|------|--|-------|--|--|--|-----------------------------|--|---------|--|-------------|--|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Please fill out this form if you are making a Pre-Registration for an Event put on by the Barony of Endewearde.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Name of the Event: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Please Print:<br>Legal Name: _____ SCA Member No. _____<br>Be prepared to show proof of membership at gate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Mailing Address: _____<br>Street City State Zip                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| E-mail address for confirmation: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Phone Number: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| <table border="1"><thead><tr><th>Participants</th><th>Number</th><th>Fee</th><th>Total</th></tr></thead><tbody><tr><td>Number of Adults (ages 18+) Gate Fee*</td><td></td><td>@\$12.00</td><td></td></tr><tr><td>Number of Youth (ages 6-17) Gate Fee*</td><td></td><td>@\$10.00</td><td></td></tr><tr><td>Number of Children (ages 0-5) Gate Fee*</td><td></td><td>Free</td><td></td></tr><tr><td colspan="3">Total</td><td></td></tr><tr><td colspan="4">If you are participating in feast</td></tr><tr><td>Number of Adults (ages 18+) Feast Fee</td><td></td><td>@\$10.00</td><td></td></tr><tr><td>Number of Youth (ages 6-17) Feast Fee</td><td></td><td>@\$8.00</td><td></td></tr><tr><td>Number of Children (ages 0-5) Feast Fee</td><td></td><td>Free</td><td></td></tr><tr><td colspan="3">Total</td><td></td></tr><tr><td>Number of Adult Non Member*</td><td></td><td>@\$5.00</td><td></td></tr><tr><td colspan="3">Grand Total</td><td></td></tr></tbody></table> |        |          |       | Participants | Number | Fee | Total | Number of Adults (ages 18+) Gate Fee* |  | @\$12.00 |  | Number of Youth (ages 6-17) Gate Fee* |  | @\$10.00 |  | Number of Children (ages 0-5) Gate Fee* |  | Free |  | Total |  |  |  | If you are participating in feast |  |  |  | Number of Adults (ages 18+) Feast Fee |  | @\$10.00 |  | Number of Youth (ages 6-17) Feast Fee |  | @\$8.00 |  | Number of Children (ages 0-5) Feast Fee |  | Free |  | Total |  |  |  | Number of Adult Non Member* |  | @\$5.00 |  | Grand Total |  |  |  |
| Participants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Number | Fee      | Total |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Number of Adults (ages 18+) Gate Fee*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        | @\$12.00 |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Number of Youth (ages 6-17) Gate Fee*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        | @\$10.00 |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Number of Children (ages 0-5) Gate Fee*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        | Free     |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| If you are participating in feast                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Number of Adults (ages 18+) Feast Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        | @\$10.00 |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Number of Youth (ages 6-17) Feast Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        | @\$8.00  |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Number of Children (ages 0-5) Feast Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        | Free     |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Number of Adult Non Member*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        | @\$5.00  |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Grand Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| * Appropriate waivers need to be signed at gate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| PLEASE MAKE CHECKS PAYABLE TO: SCA-MAINE, INC. ENDEWARDE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |
| Special needs and or Notes:<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |          |       |              |        |     |       |                                       |  |          |  |                                       |  |          |  |                                         |  |      |  |       |  |  |  |                                   |  |  |  |                                       |  |          |  |                                       |  |         |  |                                         |  |      |  |       |  |  |  |                             |  |         |  |             |  |  |  |

| Additional Preregistration (do not include yourself):                                                                                                 |                       |                        |                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------|------------------------------------|
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| Legal Name                                                                                                                                            | _____                 | SCA Member No. ***     | _____                              |
| Last, First                                                                                                                                           | _____                 | Age: Child (0-5)*      | Age: Youth (6-17) Age: Adult (18+) |
| Circle one                                                                                                                                            | _____                 | _____                  | _____                              |
| *** Be prepared to show proof of Membership at gate.                                                                                                  |                       |                        |                                    |
| Any Questions, Please email the Registration clerk, Master Godric of Hamtun at <a href="mailto:godricofhamtun@yahoo.com">godricofhamtun@yahoo.com</a> |                       |                        |                                    |
| Mail this completed for with your check to:<br>Raymond Sprague<br>Endewearde Event Name Reservations<br>120 Hudson Road<br>Bangor, Me 04401           |                       |                        |                                    |
| <b>Reservation Clerk use Only:</b>                                                                                                                    |                       |                        |                                    |
| Check # _____                                                                                                                                         | Amount of Check _____ | Date Check Rec'd _____ |                                    |
| Date transferred to Exchequer for Deposit: _____                                                                                                      |                       |                        |                                    |
| Notes:<br>_____<br>_____<br>_____                                                                                                                     |                       |                        |                                    |



Barony of Endewearde  
Event Pre-Registration



Please fill out this form if you are making a Pre-Registration for an Event put on by the Barony of Endewearde.

Name of the Event: \_\_\_\_\_

Please Print:  
Legal Name: \_\_\_\_\_ SCA Member No. \*\*\*  
Last First Be prepared to show proof of membership at gate.

Mailing Address: \_\_\_\_\_  
Street City State Zip

E-mail address for confirmation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

| Participants                           | Number | Fee         | Total |
|----------------------------------------|--------|-------------|-------|
| Number of Adults (ages 18+) Weekend    |        | @\$17.00    |       |
| Number of Youth (ages 6-17) Weekend*   |        | @\$10.00    |       |
| Number of Children (ages 0-5) Weekend* |        | Free        |       |
|                                        |        | Total       |       |
| Number of Adults (ages 18+) Day        |        | @\$9.00     |       |
| Number of Youth (ages 6-17) Day*       |        | @\$5.00     |       |
| Number of Children (ages 0-5) Day*     |        | Free        |       |
|                                        |        | Total       |       |
| Number of Adult Non Member*            |        | @\$5.00     |       |
|                                        |        | Grand Total |       |

\* Appropriate waivers need to be signed at gate

PLEASE MAKE CHECKS PAYABLE TO: SCA-MAINE, INC. ENDEWEARDE

Special needs and/or Notes:

Additional Preregistration (do not include yourself):

Legal Name \_\_\_\_\_ SCA Member No. \*\*\*  
Last, First  
Circle one Age: Child (0-5)\* Age: Youth (6-17) Age: Adult (18+)  
Legal Name \_\_\_\_\_ SCA Member No. \*\*\*  
Last, First  
Circle one Age: Child (0-5)\* Age: Youth (6-17) Age: Adult (18+)  
Legal Name \_\_\_\_\_ SCA Member No. \*\*\*  
Last, First  
Circle one Age: Child (0-5)\* Age: Youth (6-17) Age: Adult (18+)  
Legal Name \_\_\_\_\_ SCA Member No. \*\*\*  
Last, First  
Circle one Age: Child (0-5)\* Age: Youth (6-17) Age: Adult (18+)  
Legal Name \_\_\_\_\_ SCA Member No. \*\*\*  
Last, First  
Circle one Age: Child (0-5)\* Age: Youth (6-17) Age: Adult (18+)  
Legal Name \_\_\_\_\_ SCA Member No. \*\*\*  
Last, First  
Circle one Age: Child (0-5)\* Age: Youth (6-17) Age: Adult (18+)

\*\*\* Be prepared to show proof of Membership at gate.

Any Questions, Please email the Registration clerk, Master Godric of Hamtun at [godricofhamtun@yahoo.com](mailto:godricofhamtun@yahoo.com)

Mail this completed for with your check to:

Raymond Sprague  
Endewearde Event Name Reservations  
120 Hudson Road  
Bangor, Me 04401

Reservation Clerk use Only:

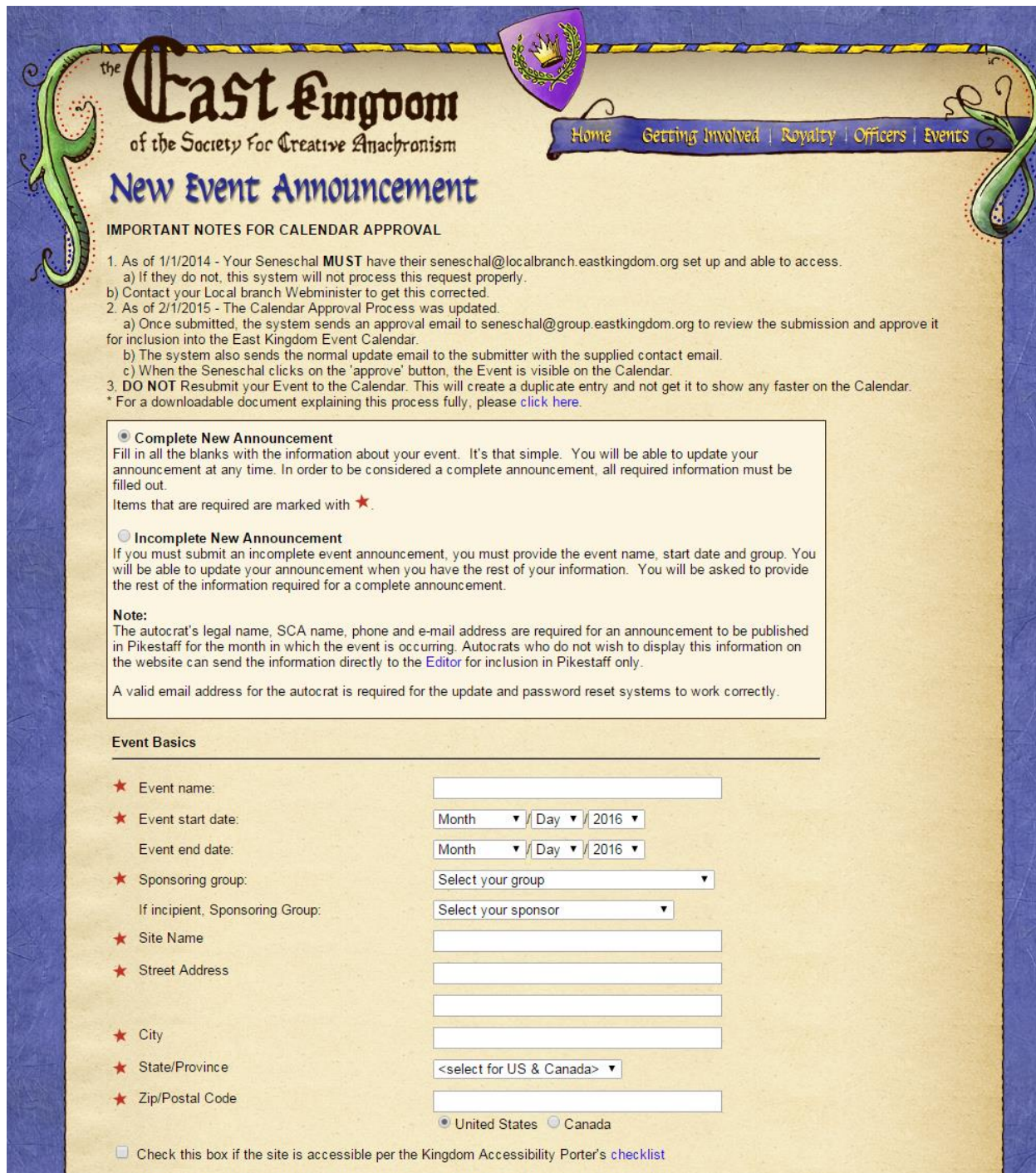
Check # \_\_\_\_\_ Amount of Check \_\_\_\_\_ Date Check Rec'd \_\_\_\_\_

Date transferred to Exchequer for Deposit: \_\_\_\_\_

Notes:

# Event Announcements

From the East Kingdom website (<http://www.eastkingdom.org/>), click “Events” and choose “Add New Event”. The form looks like this as of March 1, 2016:



**the East Kingdom**  
of the Society For Creative Anachronism

Home | Getting Involved | Royalty | Officers | Events

## New Event Announcement

**IMPORTANT NOTES FOR CALENDAR APPROVAL**

- As of 1/1/2014 - Your Seneschal **MUST** have their [seneschal@localbranch.eastkingdom.org](mailto:seneschal@localbranch.eastkingdom.org) set up and able to access.
  - If they do not, this system will not process this request properly.
  - Contact your Local branch Webminister to get this corrected.
- As of 2/1/2015 - The Calendar Approval Process was updated.
  - Once submitted, the system sends an approval email to [seneschal@group.eastkingdom.org](mailto:seneschal@group.eastkingdom.org) to review the submission and approve it for inclusion into the East Kingdom Event Calendar.
  - The system also sends the normal update email to the submitter with the supplied contact email.
  - When the Seneschal clicks on the 'approve' button, the Event is visible on the Calendar.
- DO NOT** Resubmit your Event to the Calendar. This will create a duplicate entry and not get it to show any faster on the Calendar.

\* For a downloadable document explaining this process fully, please [click here](#).

☒ **Complete New Announcement**  
Fill in all the blanks with the information about your event. It's that simple. You will be able to update your announcement at any time. In order to be considered a complete announcement, all required information must be filled out.  
Items that are required are marked with ★.

☐ **Incomplete New Announcement**  
If you must submit an incomplete event announcement, you must provide the event name, start date and group. You will be able to update your announcement when you have the rest of your information. You will be asked to provide the rest of the information required for a complete announcement.

**Note:**  
The autocrat's legal name, SCA name, phone and e-mail address are required for an announcement to be published in Pikestaff for the month in which the event is occurring. Autocrats who do not wish to display this information on the website can send the information directly to the [Editor](#) for inclusion in Pikestaff only.

A valid email address for the autocrat is required for the update and password reset systems to work correctly.

**Event Basics**

★ Event name:

★ Event start date:  /  /

Event end date:  /  /

★ Sponsoring group:

If incipient, Sponsoring Group:

★ Site Name

★ Street Address

★ City

★ State/Province

★ Zip/Postal Code

☒ United States ☐ Canada

☐ Check this box if the site is accessible per the Kingdom Accessibility Porter's [checklist](#)

### Event Details

This is the main event announcement. You may be as descriptive as you like. Please do not press "Enter" or "Return" at the end of each line, only at the end of each paragraph.

★ Describe the Event:

Directions:

★ Site opens at:

★ Site closes at:

★ Registration fees and reservation deadline:  
Please include the required \$5 Non-member surcharge in the fee structure, to account for using the term "Member Discount" instead of "Non-Member Surcharge"

Feast fee and reservation deadline

★ Checks made payable to:



★ Reservations sent to:

★ Autocrat contact information

The autocrat's legal name, SCA name, phone and e-mail address are required for an announcement to be published in Pikestaff for the month in which the event is occurring. Autocrats who do not wish to display this information on the website can send the information directly to the [Editor](#) for inclusion in Pikestaff only.

Additional contact information (merchants, children's activities, etc.):

Web site address for Event:

★ Your SCA Name:

★ Your Modern Name:

★ Your E-Mail Address:

Be sure to enter your real email address, as without a valid email address the update and password reset systems will not work.


**Event Acknowledgements**

★ ☐ By checking this box, I affirm that I have obtained written permission from each person listed in this announcement to publish their personal information electronically. [More about the Privacy Policy.](#)

If you have any questions, please e-mail the [Calendar Team](#).

EK New Event Form Version 20150128JPL

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Initially, an event announcement can be made with just the event name, start date, and SCA branch name. Simply enter “TBA” for “To Be Announced” while you gather more information and authorizations. This is an effective method for “getting it on the calendar.” Again, *this must be approved by the Seneschal before it is posted.*

Shortly after the announcement has been posted by the EK Web Minister’s office, you should receive an email with a link to edit the announcement and an authorization code. You may edit the announcement as many times as needed.

● Your event submission for Tourney of Love

● **Lord Joel of Vestfell** <calendar@eastkingdom.org>

To ottogottlieb@yahoo.com

Thank you for using the on-line event submission form. Should you need to update your event announcement, you can use this special URL:

<http://www.eastkingdom.org/NewEvent.php?eventid=>

To update the announcement, you will need to enter the following edit authorization code:

If you lose this authorization code, you will be able to request a new one from the edit login page.

An event announcement may be submitted as "incomplete" only once. When you return to update that announcement, you must provide all required information to make it complete. If you try to update an announcement and do not provide all required information, your request to update will be rejected. Please be prepared, and have all relevant information at hand.

Once your announcement is "complete", you may make further changes and corrections as necessary. It may take up to 10 business days for an event to appear in the event listing on the Kingdom Calendar.

Thank you for your cooperation.

Yours in Service,

Lord Joel of Vestfell  
East Kingdom Calendar Deputy Webminister

# Chamberlain's Inventory

The following inventory is as of August 2016. An inventory of serving ware is not included, but is available.

| General Items                                                |       |
|--------------------------------------------------------------|-------|
| Item                                                         | Count |
| 6 ft. folding tables                                         | 5     |
| 8 ft. large folding table                                    | 1     |
| Water Coolers                                                | 4     |
| 12x12 Sunshades                                              | 2     |
| White Stanchions                                             | 5     |
| SCA directional sign boards                                  | 4     |
| Large SCA sandwich boards                                    | 2     |
| Small SCA sandwich boards                                    | 2     |
| Baronial Banner                                              | 1     |
| Baronial Song Books                                          | 35    |
| Various amounts of gold key garb                             | 1 box |
| Autocrat box with cash box and forms passed to next autocrat | 1     |
| Seneschal Box barony files                                   | 1     |
| Exchequer Box with archived files                            | 1     |
| 5 gallon brewing buckets with lids                           | 5     |
| 3 gallon bucket with lid                                     | 1     |
| 32 gallon Rubbermaid Trash Can with lid                      | 1     |
| Bare Blade Sign                                              | 1     |
| Rope bag with various amounts of rope                        | 1     |
| Various amounts of Bare Blade Props (NotFlats)               | ??    |
| Red and White Marshals Staves                                | 8     |

|                                                        |    |
|--------------------------------------------------------|----|
| Bare Blade Flats plus frames and bungees and sandbags  | 64 |
| List stands (bases and yellow & black vertical staves) | 24 |
| Combat Arts Items                                      |    |
| PVC blue archer gates                                  | 10 |
| Archery Butts                                          | 4  |
| Archery Stands                                         | 6  |
| Various paper targets (expendables)                    | ?? |
| 30 ft. x 10 ft. Archery screens                        | 3  |
| 10 ft. x 10 ft. Archery screen                         | 1  |
| 3D animal targets                                      | 7  |
| Rebar stakes for archery screens                       | 12 |
| Various amounts of Heavy List Loaner Gear              | ?? |
| Various amounts of Fencing Loaner Gear                 | ?? |
| Various amounts of Youth Combat Loaner Gear            | ?? |
| Thrown weapons stands                                  | 1  |
| Thrown weapons butts                                   | 7  |
| Throwing knives                                        | 3  |
| Set of Ceremonial Archery Bracers                      | 1  |
|                                                        |    |

# Tourney of Love

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## Event Description

Fencing, Rattan, and Arts and Sciences competitions are the hallmarks of this tournament. Participants of the tourney may enter and win one or more categories. However, the Pink Baldric will be awarded to the gentle that excels in all three and displays that which the Lords and Ladies of the Gallery feel exemplifies a true "Champeen O' Love." The whim and affections of the Gallery members may very well weigh heavily on the outcome of the tournament; after all, this is the Tourney O' Love.

## Timeline

Typically held in mid-February. Submit the event proposal in August of the previous year. Submit the budget and event announcement in October.

## Details:

??Prior to 2014, Tourney of Love was held at The Brick Church in Bangor for \$400. The site owner is Pastor Lee Witting and can be contacted at (207)945-9798.

??The event outgrew the site and was held at the Unitarian Universalist Society of Bangor (UUSB) in Bangor for \$480 in 2014. The site has about twice the space with an enormous, fully equipped kitchen. The site coordinator can be reached at (207)947-7009 or at uubangor@gmail.com.

??UUSB requires general liability insurance.

??Reserve the date with the church early to get on the church calendar.

??The site may be wet (beer & wine, but not spirits) with advance permission by UUSB.

??Contact the Bangor PD Parking Office for permission to parking on both sides of Park St. a month before the event.

??Provide a parking map with the event announcement.

??From 2015, the Tourney of Love has been held at Bryant E. Moore Community Center, 133 State St., Ellsworth, ME 04605.

??Line up marshals for Fencing and Fighting as well as an A&S competition coordinator. Marshals will need to decide the format of their tourney.

??Contact the Minster of Lists to coordinate the recordkeeping of the tourney.

??Prizes are normally awarded to Adult Fencing, Fighting, A&S and for Youth Fencing, Fighting, and A&S. A prize is also given to the Tournament winner, along with the Pink Baldric. In some years, each marshal has provided the prize and the autocrat the Tourney prize. In other years, Endewearde artisans have provided the prizes. Determine who will be asked to provide prizes early.

??We have had feasts at many ToL events and potlucks at a few. Both can be successful if planned well. If a feast is offered, preregistration should be required. It helps immensely to accurately estimate attendance and plates.

??Bring extra hand soap for the bathrooms and extra paper towels for the kitchen.

# Jehan's Fighting and Fencing at the Fort

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## Event Description

Defending the ramparts of historic Fort Knox, fencers, fighters, and supporters of all ages are invited to join in the fun and enter in adult and youth fencing and fighting tourneys, or warm yourself by the fire in tavern. Enjoy a hot day board with warm music, tavern games, fine dancing and the gentle Arts and Sciences.

## Timeline

Typically held in mid-April; the Saturday before Fort Knox opens to the public, usually the first weekend of April vacation. Submit the event proposal in October of the previous year. Submit the event budget and announcement in December.

## Details:

Fort Knox has traditionally been a free site for this event in exchange for running the Medieval Demo in September. The site coordinator can be reached at (207)469-6553.

Friends of Fort Knox require general liability insurance.

It is helpful to post notices at the entrances to the Fort to let the public know the Fort is closed for a private event. They are welcome to pay the entrance fee and wear Gold Key garb. Our insurance does not cover us for those that do not sign the waiver. A flyer about the SCA , Endewearde, and our other events (including the Fort Knox Demo) encourages visitors to learn more about us and return again later.

There is typically a dayboard at Jehan's. In 2015, Basingstoches offered an a la cart dayboard as a fund raiser. This works pretty well since fencers and fighters may not be available to eat exactly when dayboard is served. Many bring a snacks to supplement.

It is usually still quite chilly at the Fort so remember to encourage event goers to dress accordingly. There may be a fire in the tavern (officers' quarters) to warm-up by.

The parade grounds may be off limits if it is still wet and/or snow covered.

There is a "Golden Apple" award for youth fencing.



# Fort Knox Demo

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## Event Description

Showing off all that the SCA has to offer in what has become one of Maine's largest medieval demos. Guests are invited to witness demonstrations of a Pas d'Arms for heavy list, fencing, youth fighting and youth fencing, thrown weapons, combat archery, live music, dance, A&S exhibits and don't forget the fashion show!

## Timeline

Prior to 2017, the demo was typically held the first Saturday in September. In 2018, the demo was called "The Endewearde Muster" and held in June as a weekend camping event. Submit the event proposal at the beginning of January. Submit budget and event announcement at the beginning of March.

## Details:

Fort Knox has traditionally paid \$500 to help offset our costs and provide a free site Jehan's Fencing and Fighting at the Fort. The site coordinator can be reached at (207)469-6553.

Friends of Fort Knox require general liability insurance.

Day board has been traditionally been provided. We tried not having a dayboard in 2013, which was a decidedly unpopular idea. We ended-up having a light dayboard instead.

Flyers about the SCA, Endewearde, and other events should be included.

A follow-up "newcomer soirée" should be scheduled and noted in the flyer.

Record the number of SCA volunteers for the quarterly Chatelaine's report. This can be a "sign-in form" you create.

Estimate the number of guests and/or ask the Fort staff. This information is also included the quarterly Chatelaine's report.

# The Endewearde Hunt

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## Event Description

Endewearde's premier archery event, guests are invited to "celebrate the beauty that is autumn with our bows, brews, bards and camping gear."

## Timeline

Held Columbus Day weekend in October. Submit event proposal in April. Submit budget and event announcement in June.

## Details

??The Endewearde Hunt has traditionally been held on the private property in Newburgh at no charge, but in exchange for a "clean-up day". The seneschal can provide site owner contact information.

??General liability insurance is required.

??Port o potties are the major expense for this event. Reserve them early!

??There is no running water on the site. Guest must pack in their water.

??The site is wet.

??In recent years, Smokehaus has offered a sausage, peppers and onions on a bun as a fund raiser (for baronial projects) on Friday evening.

??Saturday day board has traditionally been provided, but not required.

??Gamolgat and Sundorwine have taken turns offering an oatmeal bar for breakfast on Saturday morning with an open invitation for toppings.

??Smokehaus has hosted a bacon competition on Bard's Hill for several years.

??Themes have been employed to help keep the event fresh.

??The Archery Captain typically organizes the novelty shoot and woods walk.

??The previous year's Archery Champion ("First Archer") organizes the Champion's Shoot.

# Event Checklist

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|  |                                                            |
|--|------------------------------------------------------------|
|  | Choose an event theme                                      |
|  | Choose a date                                              |
|  | Choose a site                                              |
|  | Communicate w/ the populace for support                    |
|  | Find event staff:                                          |
|  | • Gate                                                     |
|  | • Dayboard                                                 |
|  | • Feast                                                    |
|  | • Marshals                                                 |
|  | Submit event proposal to the Seneschal                     |
|  | Submit event budget to the Seneschal                       |
|  | Submit an event announcement                               |
|  | Order SCA insurance rider, if needed                       |
|  | Notify artisans for scrolls or prizes                      |
|  | Contact Their Excellencies if considering inviting Royalty |
|  | Contact Chamberlain for needed equip.                      |
|  | Contact Chatelaine for Gold Key                            |
|  | Contact MOL, if needed                                     |
|  | Contact MOAS, if needed                                    |
|  |                                                            |
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# Contracts & Insurance Notice

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*(Posted on "Unofficial East Kingdom Seneschal's Announcement Page" on Facebook, on Aug. 19, 2016)*

This is a formal communication from the Vice President of Operations, SCA Inc. (Society Seneschal) and must be implemented immediately.

1. In terms of contracts, only seneschals should be signing contracts for events or services. If the seneschal chooses to designate the autocrat/steward (i.e. a deputy seneschal) as the signatory to a contract, that contract must first be completely read and reviewed by the ranking seneschal before the ranking seneschal gives authority IN WRITING to the designated deputy (autocrat/steward). As such, the Kingdom Seneschal must review all contracts for Kingdom events, Principality Seneschal for Principality events or Baronial Seneschals for Baronial events; in terms of all other local events, the local group seneschal must review the contract for the event prior to granting the autocrat/steward the authority to sign the contract and this must be in writing. In the event the seneschal wishes to designate a deputy (autocrat/steward) to sign the contract, that signatory must be an actual and recognized/authorized deputy Seneschal with a valid membership (i.e. autocrat/steward) and said contract must be first reviewed by the ranking Seneschal (Kingdom Seneschal, Principality Seneschal, Baronial Seneschal et al.).

2. In terms of contracts calling for something other than the usual surety of a "named insured" insurance policy, the contract must be submitted to the Society Seneschal (V.P. of Operations), Renee (V.P. of Corporate Operations) and the President of the SCA. If the written contract calls for any surety, indemnification, provision for repayment or action in furtherance of acting to bind the SCA Inc. to some known or unknown liability, then that contract must be submitted to the Society Seneschal, Renee and President. This excludes security deposits. We are currently dealing with a landowner who is requiring something other than a "named insured" policy and this requirement of indemnification/additional surety is causing a great deal of concern. As such, if you see something in a contract that proposes that the SCA accept some form of liability (anticipated or not anticipated), acceptance of indemnification, offer of a surety-- in short, anything that is not a simple and usual "named insured" policy-- you must forward that contract. If you are unsure about a contract, send it to me for review. Trust me, no one wants to explain why the SCA is now on the hook for something either anticipated or not anticipated pursuant to a contract, i.e. in this case, it is paramount that permission is sought prior to the signing of this type of contract.

3. This is a reminder in view of the theft of golf carts this year... always obtain insurance for all moveable items rented as anything moveable can be stolen; this includes but is not limited to golf carts, rented trailers, rented trucks et al. If it has wheels, ask the renting agency to provide us with the opportunity to seek insurance. Stolen moveable items are not covered by the SCA's insurance and the cost of the stolen item will be the responsibility of the group hosting the event.

4. Equestrian insurance if acquired if there are any horses present at any event or demo (demonstration); even if it is just one horse for people to view in an enclosed arena, equestrian insurance must be obtained. Horses and their "accidents" are considered strict liability under the law because horses are inherently dangerous, i.e. even if we are not negligent, the SCA will be liable. Even if there is a single horse present at an event, Equestrian Insurance must be obtained. If there is no

equestrian insurance and someone wants to bring their horse to the event, that horse is prohibited from entry in terms of the event. If you are unsure about the circumstances, please contact me immediately.

See the EK Gazette “SCA VP of Operations Notice and Unofficial Interpretation” article on the East Kingdom Gazette for more information. The URL is: <https://eastkingdomgazette.org/2016/08/18/sca-vp-of-operations-notice-and-unofficial-interpretation/>

# Event Gate Sheet

The following graphic is of a template gate sheet. In this digital version, entering the member's card number will auto-fill the expiration date, SCA Name, Modern Name, and Branch. Putting an "X" in the correct Adult, Youth, or Child box will populate the Site Fee box. If the person is not a member (no membership number) and there is an "X" in Adult column, an NMS fee will be added. The Total Paid (for that person) will be summed in the last column.

This is a manual process for hardcopy version.

Barony of



Endewearde

## GATE SHEET

Event: \_\_\_\_\_

Date: \_\_\_\_\_

### Fee Structure

|       | Age Range   | Fee   |
|-------|-------------|-------|
| Adult | 18 & Older  | _____ |
| Youth | 6 to 17     | _____ |
| Child | 0 to 5      | _____ |
|       | Family Cap: | _____ |

|    | SCA WAIVE SIGNING<br>(w) = WAIVER REQUIRED | SCA<br>MEMBERSHIP#<br>/EXPIRY DATE | ADULT | YOUTH | CHILD | SCA NAME | MODERN NAME | BRANCH | NMS<br>(\$5.00) | SITE<br>FEE | TOTAL PAID |
|----|--------------------------------------------|------------------------------------|-------|-------|-------|----------|-------------|--------|-----------------|-------------|------------|
| 1  | BLUE CARD                                  |                                    |       |       |       | #N/A     | #N/A        | #N/A   |                 |             | \$0.00     |
|    | WHITE CARD (w)                             | Exp                                |       |       |       |          |             |        |                 |             |            |
|    | NON-MEMBER (w)                             |                                    |       |       |       |          |             |        |                 |             |            |
| 2  | BLUE CARD                                  | #                                  |       |       |       | #N/A     | #N/A        | #N/A   |                 |             | \$0.00     |
|    | WHITE CARD (w)                             | Exp                                |       |       |       |          |             |        |                 |             |            |
|    | NON-MEMBER (w)                             |                                    |       |       |       |          |             |        |                 |             |            |
| 3  | BLUE CARD                                  | #                                  |       |       |       | #N/A     | #N/A        | #N/A   |                 |             | \$0.00     |
|    | WHITE CARD (w)                             | Exp                                |       |       |       |          |             |        |                 |             |            |
|    | NON-MEMBER (w)                             |                                    |       |       |       |          |             |        |                 |             |            |
| 4  | BLUE CARD                                  | #                                  |       |       |       | #N/A     | #N/A        | #N/A   |                 |             | \$0.00     |
|    | WHITE CARD (w)                             | Exp                                |       |       |       |          |             |        |                 |             |            |
|    | NON-MEMBER (w)                             |                                    |       |       |       |          |             |        |                 |             |            |
| 5  | BLUE CARD                                  | #                                  |       |       |       | #N/A     | #N/A        | #N/A   |                 |             | \$0.00     |
|    | WHITE CARD (w)                             | Exp                                |       |       |       |          |             |        |                 |             |            |
|    | NON-MEMBER (w)                             |                                    |       |       |       |          |             |        |                 |             |            |
| 6  | BLUE CARD                                  | #                                  |       |       |       | #N/A     | #N/A        | #N/A   |                 |             | \$0.00     |
|    | WHITE CARD (w)                             | Exp                                |       |       |       |          |             |        |                 |             |            |
|    | NON-MEMBER (w)                             |                                    |       |       |       |          |             |        |                 |             |            |
| 7  | BLUE CARD                                  | #                                  |       |       |       | #N/A     | #N/A        | #N/A   |                 |             | \$0.00     |
|    | WHITE CARD (w)                             | Exp                                |       |       |       |          |             |        |                 |             |            |
|    | NON-MEMBER (w)                             |                                    |       |       |       |          |             |        |                 |             |            |
| 8  | BLUE CARD                                  | #                                  |       |       |       | #N/A     | #N/A        | #N/A   |                 |             | \$0.00     |
|    | WHITE CARD (w)                             | Exp                                |       |       |       |          |             |        |                 |             |            |
|    | NON-MEMBER (w)                             |                                    |       |       |       |          |             |        |                 |             |            |
| 9  | BLUE CARD                                  | #                                  |       |       |       | #N/A     | #N/A        | #N/A   |                 |             | \$0.00     |
|    | WHITE CARD (w)                             | Exp                                |       |       |       |          |             |        |                 |             |            |
|    | NON-MEMBER (w)                             |                                    |       |       |       |          |             |        |                 |             |            |
| 10 | BLUE CARD                                  | #                                  |       |       |       | #N/A     | #N/A        | #N/A   |                 |             | \$0.00     |
|    | WHITE CARD (w)                             | Exp                                |       |       |       |          |             |        |                 |             |            |
|    | NON-MEMBER (w)                             |                                    |       |       |       |          |             |        |                 |             |            |