Event Name:

Event date:

Event type:

Event location:

Event steward:

SCA Name:

SCA Member number:

Email:

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Event Description/Details (As will be advertised in Announce/Pegasus):

Public Event Timetable:

Please include all relevant details such as: set-up periods or armour inspections; start/end times for

tournaments, activities, classes, dance practise; food service times, dance sets, hall opening/closing

times, etc.

Further Event Information (NOT advertised):

Examples include: details about pre-set up activities, decorations, pre-cooking plans, details of

marshal activities, A&S activities, kids’ activities, other activities; advertising and communication

plan, whether using a website and/or Facebook, etc.

Event Pricing:

Stewards are encouraged, but not required, to offer half-price tickets for children 12 and under, and

free admission for children under 5, where applicable.

PRICING STRUCTURE EXAMPLE:

Adults (18 and over)

Child (12 to <18)

Child (6 to <12)

Child (<5): FREE

Family Rate

(Family rate is for 2 adults and their non-adult dependents)

Advertised Event Prices:

Non-members add $10 per adult, or $5 per person under 18.

Booking Details:

Please include details about bookings and payments as well as cancellations and refunds.

Part 2: Stewarding Team

|  |  |  |
| --- | --- | --- |
| ROLE | SCA NAME | RESPONSIBILITIES |
| Event Steward |  | Overseeing event |
| Deputy Event Steward |  |  |
| Constable |  | Event sign-in  |
| Marshal-in-chargeArmouredRapierArchery |  | Martial activities  |
| Lists |  | Tournament List-keeper |
| Herald |  | Announcements, Tournament and Court |
| Chirurgeon |  | First Aid |
| Feast Steward |  | Menu planning and cooking with team |
| Arts and Sciences Officer |  | Arts and Sciences competitions or classes |
| Hospitaller |  | Loaner equipment and garb |
| Bookings: |  | Take bookings and coordinate invoices /money |

Depending on the event, you may also require: Dance Coordinator; Entertainment Coordinator; Children’s activities Coordinator; Royal Liaison; Merchant Coordinator; Equestrian.

Part 3: Venue Information

Venue Name:

Address:

Contact Name:

Contact Phone:

Contact Email:

Registered Name:

State / Postcode:

ABN:

Registered for GST?

Schedule of Payments to Venue:

Include bond/security deposit, hire deposit, and hire balance due, plus any other payments to be

made, including those required to be made after the event.

Payment Type Amount Date Payment Due / Other details

Total payable prior to event: $

Upfront hire cost:

(Total payable prior to event, minus the bond/security deposit) $

Venue’s Payment Details

Payment Method e.g. Bank transfer, cash advance or reimbursement to Steward who will pay / has paid by credit card.

Venue Bank Details:

BSB:

Bank/Branch:

Account No:

Acc Name:

Payment Reference

Information\*:

\*Please enter information required by the venue to recognise payments made. If none are provided,

the default entered shall be: “SCA Stormhold <hall/site name> <date of hire>”.

Other Venue Information:

Venue Capacity:

Conditions of Hire:

‘Loss of Bond’ Terms:

Facilities Available:

Equipment we provide:

Waste Handling:

Lighting / Candle-use:

Site Keys and Alarms:

Other Details:

Part 4: Budget Estimates

A budget spreadsheet will help to support your costings in this section. It is highly recommended that you contact the Reeve about your budget prior to submission.

Attendance Estimates:

ESTIMATED NUMBER “BREAK-EVEN” NUMBER

Number of Adults:

Number of Minors:

Estimate of Incomings and Outgoings:

ESTIMATED AMOUNT “BREAK-EVEN” AMOUNT

Based on Estimated Attendance FIXED COST PER PERSON TOTAL COST

Food cost: $ $ $

Site cost: $ $ $

Event tokens: N/A $ $

Competition prizes: $ N/A $

Miscellaneous: $ $ $

Kingdom levies: $ $

FOR REFERENCE – SCA Expenses:

• Kingdom levy: $1.10 per person, per day (adults 18 years and over)

• Adult non-member event insurance charge: $10 per person (18 years and over)

• Minor non-member event insurance charge: $5 per person (less than 18 years)

Part 5: Event Approvals

Proposal submitted by:

Date:

Additional Documents:

File Name(s):

Risk Assessment

Budget Spreadsheet

Council Review:

Issues Raised/Changes Proposed:

Event Accepted:

Event advertised: