



1. GENERAL INFORMATION

WHICH EVENT <input type="checkbox"/> GENTLE ARTS <input type="checkbox"/> DAFFODIL <input type="checkbox"/> MASKED BALL <input type="checkbox"/> SEALION WAR <input type="checkbox"/> SGT'S <input type="checkbox"/> SST <input type="checkbox"/> YULE	DATE(S) (E.G. MAY 2 - 4, 2013)	TIME SITE OPENS	TIME SITE CLOSES
IF OTHER EVENT, SPECIFY NAME AND PURPOSE			
FEAST TYPE (IF APPLICABLE) <input type="checkbox"/> SERVED <input type="checkbox"/> BUFFET <input type="checkbox"/> POTLUCK <input type="checkbox"/> OTHER (SPECIFY)		DAY FOOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	TAVERN? <input type="checkbox"/> YES <input type="checkbox"/> NO
COMPETITIONS <input type="checkbox"/> ARMoured <input type="checkbox"/> RAPIER <input type="checkbox"/> ARCHERY <input type="checkbox"/> A&S <input type="checkbox"/> BARDIC <input type="checkbox"/> OTHER (SPECIFY)			

2. EVENT STEWARD INFORMATION

SCA NAME	MODERN NAME	SCA MEMBERSHIP # AND EXPIRY DATE
EMAIL ADDRESS	PRIMARY PHONE NUMBER	ALT. PHONE NUMBER (E.G. CELL OR WORK)

3. SITE LOCATION AND INFORMATION

NAME OF FACILITY	NAME OF FACILITY CONTACT	
FULL ADDRESS OF FACILITY (INCLUDE POSTAL CODE)	SITE CONTACT PHONE NUMBER	
INSURANCE <input type="checkbox"/> NO CERTIFICATE REQUIRED <input type="checkbox"/> COPY OF GENERAL CERTIFICATE <input type="checkbox"/> ALSO-NAMED CERTIFICATE	CONTRACT REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	ALCOHOL DESIGNATION, IF APPLICABLE <input type="checkbox"/> DRY <input type="checkbox"/> DISCREETLY DAMP <input type="checkbox"/> WET
AMENITIES <input type="checkbox"/> ON BUS ROUTE <input type="checkbox"/> KITCHEN <input type="checkbox"/> FLUSH TOILETS <input type="checkbox"/> OUTHOUSES <input type="checkbox"/> SHOWERS	DOGS ALLOWED? <input type="checkbox"/> YES <input type="checkbox"/> NO	BRAZIER FIRES ALLOWED? <input type="checkbox"/> YES, DEPENDING ON FIRE HAZARD <input type="checkbox"/> NO
OTHER INFORMATION		

4. BUDGET INFORMATION

Site fee structure: Adults – full price; youths and children aged 18 and under – free. NMS on site fees does not apply to minors if there is no site fee.

Feast fee structure (suggested): Adults – full price; youths 13-18 – full price; children 6-12 – half price; children 5 and under – free.

Please Note: For tracking and reporting purposes, the term NMS (Non-Member Surcharge) is still in use. However, for publication in newsletters or on websites, use the terminology for site fees as per the following example:

Adult Site Fee: \$25.00; Adult Member Discount Site Fee: \$20; Youth/Children aged 18 and under: free.

ADULTS, AGED 19+			YOUTHS (FEAST) AGED:			CHILDREN (FEAST) AGED:		
FULL/WKND FEE	ESTIM. ATTENDEES	SUBTOTAL	FEAST FEE	ESTIM. ATTENDEES	SUBTOTAL	FEAST FEE	ESTIM. ATTENDEES	SUBTOTAL
\$	X	= \$	\$	X	= \$	\$	X	= \$
DAY FEE	ESTIM. ATTENDEES	SUBTOTAL						
\$	X	= \$						
FEAST FEE	ESTIM. ATTENDEES	SUBTOTAL						
\$	X	= \$						
ESTIMATED INCOME FROM ADULT FEES:		\$	ESTIMATED INCOME FROM YOUTH FEAST FEES:		\$	ESTIMATED INCOME FROM CHILDREN FEAST FEES:		\$

ESTIMATED EXPENSES		ESTIMATED INCOME	
SITE COST	\$	EVENT FEES (ALL)	\$
FEAST FOOD COST	\$	OTHER:	\$
COMPETITION PRIZES	\$	OTHER:	\$
OTHER:	\$	OTHER:	\$
OTHER:	\$	OTHER:	\$
OTHER:	\$	OTHER:	\$
OTHER:	\$	OTHER:	\$
OTHER:	\$	OTHER:	\$
OTHER:	\$	OTHER:	\$
OTHER:	\$	OTHER:	\$
OTHER:	\$	OTHER:	\$
TOTAL ESTIMATED EXPENSES		TOTAL ESTIMATED INCOME	
\$		\$	
		TOTAL ESTIMATED EXPENSES	
		\$	
		TOTAL ESTIMATED PROFIT	
		\$	

ADVANCE REQUESTED: \$

5. ADDITIONAL INFORMATION

Any additional details about the event.