



the society for creative anachronism, inc.

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Event Proposal-- Known World Arts and Sciences Event Submission Cover Sheet

Title of Event Proposed _____

Kingdom/Barony/Local Group _____

City and State _____

Date of Event _____

Contact Person for Proposal _____

Phone _____ Email _____

Event Autocrat (if different from above) _____

Phone _____ Email _____

Date Proposal Submitted _____ Mark One: Email Fax Mail

Office Use only

Date Proposal Received: _____

Date Proposal Reviewed: _____

Additional Information Needed:

Contacts (Include date and notes):

Expected Attendance _____



**Event Proposal-- Known World Collegia or Symposia
Proposal Submission Form**

*Item numbers correspond to instructions in the Society Calendar and Known World Event Policy
'Criteria for Bids/Proposals for Collegia/Symposia for Arts and Sciences'*

A.1) Name of Event: _____

A.2) Date of Event: _____

A.3) Location of Event: _____
(Facility, street address, city, state)

B.1) Name of Event Steward/Autocrat: _____

Modern Name: _____

Contact Information: _____
Include phone and email

B.2) Additional Stewards/Autocrats: Include SCA and Modern Name, Event Role, Contact Info (as needed)

C.1) Planned Activities:

D.1) Financial Policy for the event

1- Who is on the Financial Committee?

2- How do expenses get approved?

3- How do emergency expenses get approved?

D.2) Proposed Budget Including:

1- Proposed income using fees x expected attendance, not including NMS.

2- Proposed expenses by category and event activity

3- Estimated front money needed to hold the event

E.1) Evidence of Kingdom and Branch Support: (please indicate letters attached)

___ Kingdom Seneschal (required)

___ Kingdom Exchequer (required)

___ Kingdom Officers (required- appropriate to the topic of the event)

___ Crown (optional)

F.1) Additional Information:

I.E. Other site information, local amenities, contingency plans, etc.