



the society for creative anachronism, inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

Post-Event Report -- Known World Arts and Sciences Event Submission Cover Sheet

Title of Event _____

Kingdom/Barony/Local Group _____

City and State _____

Date of Event _____

Event Autocrat _____

Phone _____ Email _____

Date Report Submitted _____ Mark One: Email Fax Mail

Office Use only

Date Report Received: _____

Date Report Reviewed: _____

Additional Information Needed:

Contacts (Include date and notes):

Expected Attendance _____

Actual Attendance _____



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Name of Event: _____

Date of Event: _____

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

Name of Event Steward/Autocrat: _____

Modern Name: _____

Contact Information: _____
Include phone and email

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

Types of Activities Held (If classes, include how many classes were taught):

Please add pictures as attachments if possible. _____

Description of Site:

Size of site, Indoor or Outdoor: _____

Parking capacity: _____

Handicap accessibility: _____

Event Attendance, Fees and Revenue:

Projected Member Attendance: _____ Actual: _____

Projected Non-Member Attendance: _____ Actual: _____

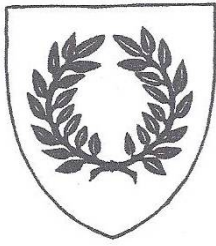
Projected Minor Attendance: _____ Actual: _____

Fees: Adult: _____ Child (include age-range): _____

Feast Fees if applicable: _____

Was expected budget met? _____ Total costs: _____

Total revenue: _____



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Event Information:

Were there any incidents from the event? _____ Was an incident report filed? _____

If either answer is yes, please describe: _____

Was a court held? _____

Were any other activities held? _____

What worked? _____

What did not work? _____

What would you have done differently? _____

Any other information you'd like to share? _____

I.E. Other site information, local amenities, contingency plans used, interesting events, lessons learned etc.