

## How to do the Paperwork for Events in Artemisia

If you have any questions about anything in this document, please contact the Kingdom Events Officer at [calendar-seneschal@artemisia.sca.org](mailto:calendar-seneschal@artemisia.sca.org)

Like the Isla de Muerta, the straightforward process in doing paperwork for events, either local or Kingdom is anything but unless you know what it is.

Step 1: Get local approval through whatever local bidding/submission process you have at the local level to oversee Event X.

Step 2: Know your Due Dates! Kingdom Law (IX. A. 1.) stipulates that "Event paperwork is due to the Kingdom Event Deputy a minimum of three (3) months and one (1) week prior to the month of the date of the start of the event."

So...

If your Event is in the month of...	Then the FINAL paperwork to Kingdom is due...
January	September 23
February	October 24
March	November 23
April	December 24
May	January 24
June	February 21 (February 22 in leap years)
July	March 24
August	April 23
September	May 24
October	June 23
November	July 24
December	August 24

The paperwork that is due to Kingdom on that Due Date is:

1) **Event Registration Form**, which is found in the Kingdom Library at

<http://artemisia.sca.org/new/download/events/EventRegForm2015.pdf>

2) **Pre-Event Budget Form** (except for events in Idaho- your local ID Exchequer will have the correct form), which is found in the Kingdom Library at

<http://artemisia.sca.org/new/download/budgets/Pre-Event%20%20Budget%20Form%204-15-14.xls>

For Idaho events, please contact your local Exchequer. They have the proper Excel sheet.

**IMPORTANT!!!!** These first two must have all the necessary signatures!

Event Steward, Seneschal, Ruling Nobility (as applicable) for #1

All members of the Local Financial Committee for #2

3) Event Announcement for the Sage Advice, which must include the following:

- Date of the event
- Time of the event: when the site opens and closes
- The name of the sponsoring group
- The location (name, street address, and town)...postal code should also be included if available
- The name (both Society and modern), phone, and email address of the autocrat
- ...."Make checks payable to <SCA, Inc. - Group Name>"
- ...Correct nomenclature for the costs to attend fees should be as follows:  
     "Adult Event Registration" and "Adult Member Discount Event Registration"

Step 3: All this paperwork, completed and signed, is then sent to the Kingdom Event Officer at [calendar-seneschal@artemisia.sca.org](mailto:calendar-seneschal@artemisia.sca.org)

For their part, the Kingdom Event Officer will:

- 1) Get the Pre-Event Budget to the Kingdom Exchequer for approval or revision
- 2) Communicate the rest of the paperwork to the various Media Outlet Officers of the Kingdom:
  - a. Kingdom Chronicler to publish in the Sage
  - b. Kingdom Web Officer to post on the Kingdom Website under Events
  - c. Kingdom Social Media Officer to create a Facebook Event to invite members to
- 3) Help resolve conflicting information in the paperwork

For Kingdom Events, the Bid for a Kingdom Event is SEPARATE from the Event Paperwork. Once the Kingdom Financial Committee accepts a bid for a Kingdom event, the local group is still required to submit the proper event paperwork.

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