



## 1. GENERAL INFORMATION

NAME OF EVENT		NMS APPLIES <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE(S) (DD - DD/MM/YYYY)	TIME SITE OPENS	TIME SITE CLOSES
TYPE OF EVENT (CHECK ALL THAT APPLY) <input type="checkbox"/> WAR <input type="checkbox"/> TOURNAMENT <input type="checkbox"/> FEAST <input type="checkbox"/> ITHRA <input type="checkbox"/> REVEL <input type="checkbox"/> OTHER (SPECIFY)					
FEAST TYPE (IF APPLICABLE) <input type="checkbox"/> SERVED <input type="checkbox"/> BUFFET <input type="checkbox"/> POTLUCK BUFFET		DAY FOOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	BAR ON SITE? <input type="checkbox"/> YES, EVENT RUN <input type="checkbox"/> YES, PRIVATELY RUN <input type="checkbox"/> NO		
COMPETITIONS <input type="checkbox"/> HEAVY <input type="checkbox"/> RAPIER <input type="checkbox"/> ARCHERY <input type="checkbox"/> A&S <input type="checkbox"/> BARDIC <input type="checkbox"/> OTHER (SPECIFY)				OTHER ACTIVITIES (IF APPLICABLE) <input type="checkbox"/> CHILDREN <input type="checkbox"/> EQUESTRIAN	

## 2. AUTOCRAT INFORMATION

SCA NAME	MODERN NAME	SCA MEMBERSHIP #
EMAIL ADDRESS	HOME 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)			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 <input type="checkbox"/> MEETING AREA(S)		BRAZIER FIRES ALLOWED? <input type="checkbox"/> YES, DEPENDING ON FIRE HAZARD <input type="checkbox"/> NO	DAY FOOD? <input type="checkbox"/> YES <input type="checkbox"/> NO
OTHER INFORMATION			

## 4. BUDGET INFORMATION

Suggested fee structure: Adults – full price, Youths aged 13-18 – half price, and Children 12 and under – free. For events where NMS is required, the NMS does not apply to minors IF there is a reduced price for minors (NMS is charged to all non-members who qualify for the full event fee). If applying a Family Cap: a Family Cap should be 2 adults, 2 minors - all other minors of that family, free. Note: "Family" does **not** include SCA households or roommates – there must be a mundane relation. Commonlaw and same sex spouses are considered related. No more than two adults in a family group can qualify for the Family Cap price; all others of that family must be related minor-aged children. NMS is not included in the Family Cap price.

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

ADVANCE REQUESTED: \$