EVENT REGISTRATION APPLICATION – KINGDOM OF ATENVELDT

KINGDOM CALENDAR EVENTS are official when this form is completed and an article is printed in *Southwind.* The Kingdom Chronicler will only accept articles for publication if the article is accompanied by this form.
LOCALLY PUBLICIZED EVENTS are official when this form is filed with the local Seneschal at least 30 days before the event, and the event is properly advertised. In all cases, the form must be correctly completed, legible, and have the three required signatures. ***Without all signatures the form is not valid***.

EVENT TYPE (check one): _____ KINGDOM CALENDAR _____ LOCALLY PUBLICIZED

PUBLICATION DEADLINES AND SIGNATURE REQUIREMENTS
KINGDOM CALENDAR EVENT: This form & an event article must be in the hands of the Kingdom Chronicler, Kingdom Seneschal, & Kingdom Calendar Officer by the ***first of the month before the next*** **Southwind** ***issue*** (Jan 1 is the deadline for the Feb issue.) This includes paper, FAX, diskette, or email. To publish an article more than 1 month, only submit the form with the 1st article submitted. The form MUST be signed by the Autocrat, Seneschal, & Royalty (Crown /Baron /Baroness)
LOCALLY PUBLICIZED EVENT: This form & an event article must be in the hands of the local group Chronicler & Seneschal *at least* ***30 days before the event***. For Baronies, the form MUST be signed by the Autocrat, Seneschal, & Baron /Baroness. For Shires/Colleges, the form MUST be signed by the Autocrat, Seneschal, & another Great Officer of the group.

Name of Event: **Date(s) of Event (month, day, CE year):** _____
Hosting SCA Branch: _____ **Sponsoring Barony (Kingdom Events Only** _____

Site Opens **Site Closes** **Merchants Accepted**

Wet / Dry **Pets** **Smoking** **Drinking Water** **Shade** **Fires** **Camping**

Minor Curfews (Required for Camping events)
_____ **KINGDOM MINOR CURFEW (12 & Under in Camp/With Adult after 10 PM / 13-17 in Camp/with adult after 1AM)**
_____ **OTHER CURFEW (Specify**)

Site Name, Street Address, City, State, Zip **Autocrat (SCA Name, Modern Name, Address, Zip)**

_____ _____

_____ _____

Site Phone (not for publication) **Phone #** Autocrat Membership #

Feast Steward (SCA & Modern Name) Feast Steward Membership #

(Fighting Event) Marshal List Officer Group Reeve

REGISTRATION FEES: **Adult Event Registration** **Adult Member Discount Registration** **Youth (Aged 5-17)** **Youth (Under 5)**

FEAST FEES: **Adult** **Youth:** **Checks Payable to (Group Name):** **SCA, Inc**

Feast Reservation Contact **Feast Reservation Deadline**

EVENT ARTICLE: Some information on this form may not apply to every event, **but information in the bolded fields on this form must be repeated in the event article.** Good directions to the site are a must (you may include a camera-ready map in black ink, properly sized and proportional for *Southwind)*. ***If you have more than one site, both must be listed or an event form for each site must be submitted***. Include in the article the deadline for feast reservations, the number you will serve, and any other pertinent information. Communal Meal? Sideboard Available? Cafeteria Style? Anything pertinent to the feast should be included in the article and explained.

AUTOCRATS: GET ALL SIGNATURES & SUBMIT FORM *BEFORE* THE PUBLICATION DEADLINE!!!!
I certify that this application is complete and correct to the best of my knowledge:

_____ _____ _____
Autocrat's Legal Signature **Date** **SCA Name**

_____ _____ _____
Seneschal's Legal Signature **Date** **SCA Name**

_____ _____ _____
Ruling Nobility's Legal Signature **Date** **SCA Name**
(or 2nd Great Officer where applicable)