

Steward's Handbook

for the

Kingdom of Ealdormere



An accompanying guide to the official:

Policy Manual for the Seneschal's Office of the Kingdom of Ealdormere

March 2023 (v4)

Be a Steward

Welcome to the new Steward's Handbook for Ealdormere. The Handbook includes not only the rules and policies surrounding events, but also general instructions on how to go about running an event.

This has been a labour of love, drafted over many years, and with the input of many experienced stewards and exchequers. Your feedback would be helpful for future stewards, so please send any questions, comments, or suggestions to the Kingdom Seneschal at ealdormere.kseneschal@gmail.com.

In Service

THL Constance of Caldrihig & Dame Petra of the Rozakii

What is an "event"?

Corpora uses the word “event” to mean any gathering held with the sponsorship of the local group, and thus subject to SCA rules and covered by SCA insurance.

This Handbook is written to aid in the organizing of SCA events that are larger than a weekly (or monthly) meeting or practice. Larger events take a lot more planning, and that’s the purpose of this handbook.

An “event” is an occasion hosted by an SCA group, under the SCA’s corporate insurance, where the purpose is to recreate our time period. Pre-17th century costume is usually mandatory, there is usually either a Royal and/or Baronial Court, as well as tournaments, and often a feast. These events generally have a required gate fee, and are the main method for a group to raise money for ongoing operations and to fund future events. Examples of events includes Symposium, Collegium, Scholas, and Practicums.

What is needed for an event?

There is a basic minimum of things required for your occasion to qualify as an "event", as defined by this Handbook:

1. **Published in *The Tidings* and on the Kingdom Calendar:** Without an event publication, no official business can be done. This is a big deal, especially if it's a Kingdom Event. [Publishing an Event](#) is so simple that there should be no excuse for omitting this step.
2. **Steward has paid membership:** the SCA’s insurance will not be in force unless the steward is a paid member of the SCA, because a non-paid-member cannot make decisions on behalf of the SCA. A Steward is a temporarily warranted deputy of the Seneschal. The approved budget is the Steward's warrant. Please note that only the group Seneschal may sign contracts.¹
3. **Budget approved by your group’s Financial Committee:** The budget needs to be approved by the hosting group's financial committee, which includes the Seneschal and Exchequer. There’s a section on the [Event Bid Approval Process](#) with more details. Incipient groups and non-branch groups (orders, households, local combatant communities) need approval of a sponsoring group in addition to the hosting (incipient or non-branch) group's approval.

¹ There is *one* exception. See the Seneschal’s duties under [Seneschal*](#), page 23.

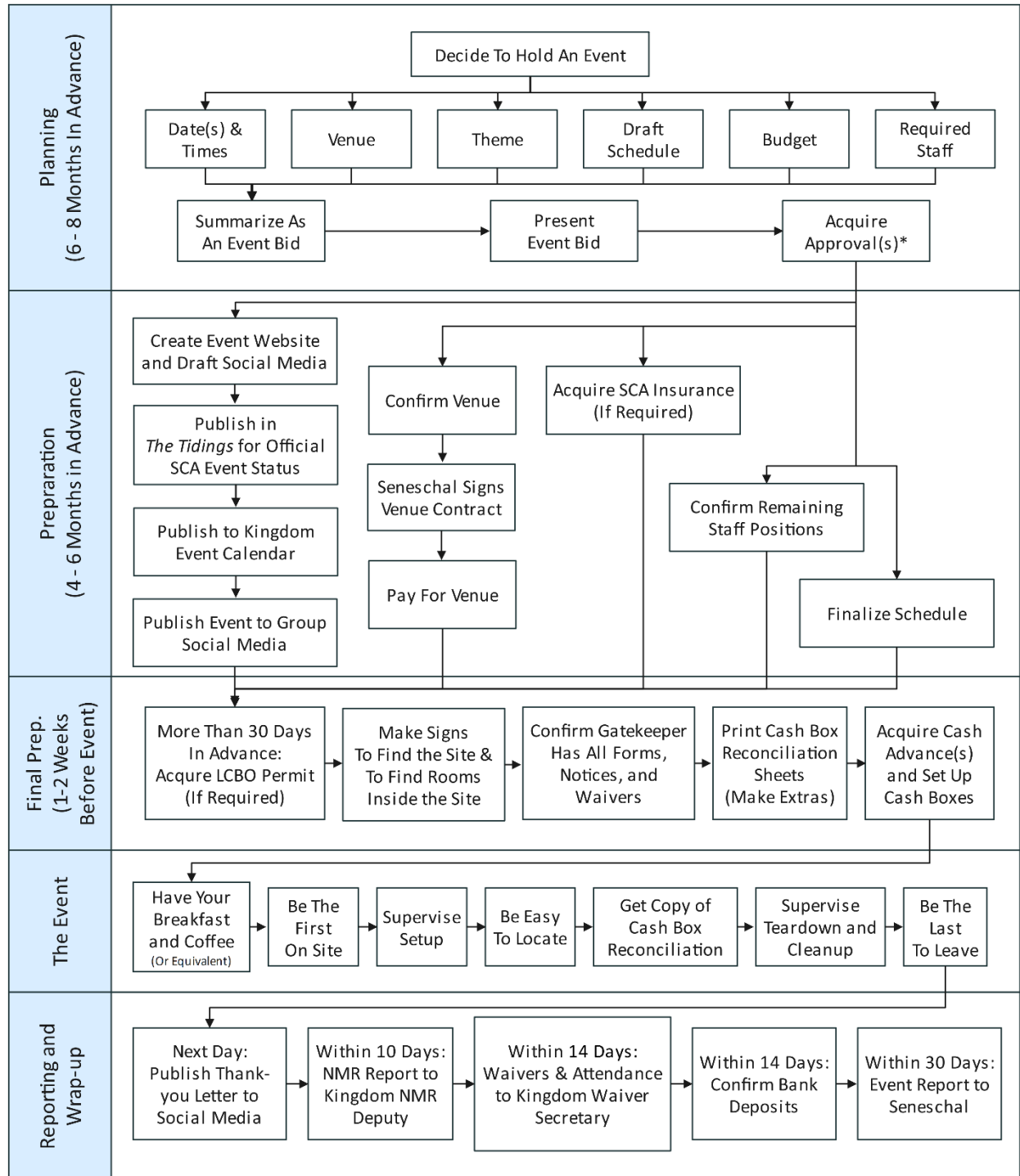
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Timeline of an Event – Steward’s Key Tasks

*The [Event Bid Approval Process](#) explains who needs to approve your event before you continue.



Building A Bid

A bid outlines the basic details of the proposed event and, most importantly, includes a budget. A bid is your pitch to your group, and your means to get approval to run the event on behalf of the group.

Technically, unless it is a Kingdom event, there is no set format for a bid. That said, the list of information required, in addition to a budget, can be found in the [Kingdom Library](#) under Event Bids and Forms. While there are no official forms for a local event, it is recommended that you submit the Staff and Event Budget tabs when pitching the event to your group.

WHAT TO INCLUDE

Whatever format you choose, an event bid needs:

- Date(s) and approximate times
- Confirmed (but not booked) venue option
- Theme (optional)
- Draft schedule (optional, unless it's a Kingdom event)
- Budget
- Confirmed volunteers for key staff positions (see [Roles and Responsibilities](#) list)

CHOOSING A DATE

Remember, no event may conflict with a Kingdom event, such as Coronation, Crown Tourney, or Kingdom A&S. Check the calendar to see if a Kingdom event is already scheduled, if there isn't one, keep in mind that Kingdom events usually follow this schedule (although exceptions do happen):

- 4th Saturday of March – Kingdom A&S Competition
- 4th Saturday of April – Spring Coronation
- 4th Saturday of May – Spring Crown Tourney
- 4th Saturday of September – Fall Coronation
- 4th Saturday of October – Fall Crown Tourney

It is recommended to not conflict with any scheduled event in the Kingdom, unless you are geographically distant from the other event, and are not hoping for royalty or a large number of attendees. Other major SCA events to consider include:

- Gulf Wars, held in mid-March (<https://www.gulfwars.org/>)
- Pennsic War, held at the end of July/start of August (<http://www.pennsicwar.org/futuredates>)
- War of the Lillies, held in mid-to-end of July (<https://www.lilieswar.org/>)

Please check with your seneschal, and ask them to consult the other seneschals about other events in the planning stages so both your groups can avoid conflicts. If your group belongs to a Barony, check with your Baronial seneschal as well.

CHOOSING A SITE

Price is always going to be a major consideration.

Other things to consider:

- Parking
- Accessibility
- If there will be a Royal presence, a Royalty Room will be needed.
- Is there a kitchen, and has the cook had a chance to look at it? Will the cook have access to all of the equipment? Is there a dishwasher?
- Are there meeting rooms? Tables and chairs?
- If there's going to be fighting indoors, what is the floor like? Ceiling height? Does the site require padding on the floor for indoor fighting?
- If there's going to be fighting outdoors, what's the footing like? What if the weather is bad?
- If there's going to be A&S, what are the light sources? Tables and chairs?

Specialized events, such as dance events or crown tourneys, may have specific needs. If this is the first time you're running one of these events, please reach out previous event stewards, your seneschal, or someone else willing to give you the benefit of their experience.

Map Links

A link to an online map is essential these days.

Go to your preferred map website, or try one of these:

- <https://www.mapquest.com/>
 - <https://www.google.com/maps>
1. In the search field, enter the address and click the search icon (the magnifying glass).
 2. Click the "Share" icon, which is one of the options under the search field.
 3. Copy that link. Paste it in emails, reports, forms, wherever. Clicking on it will lead people to the map showing the location of your site.

CREATING A BUDGET

There is a tab in the event bid spreadsheet that you should use. Even if you don't use the rest of the tabs, the Event Budget tab in the Ealdormere Event Bid file is a comprehensive list of things to be considered, and it matches the SCA financial reporting categories.

Food Budgets & How Much to Charge

Lunch and feast (usually dinner) should have separate budgets within the overall event budget, and not rely on income elsewhere to make a profit. That means the cost of the feast should always be less than the amount of revenue generated by selling feast tickets.

There's a profit estimate tool in the Event Bid spreadsheet which can help.

Before you talk with your cook you'll need to know:

- the maximum number of people you can sit in the hall, based on table layout (don't forget head table and a server's table, if applicable).

Things to discuss with your cook:

- How many people are they willing to cook for?
- Does that include servers & kitchen staff?
- Does that include head table?
- What do they think is a reasonable amount to charge, per seat?
- How much are they asking for as a budget, in total?

By the end of negotiations, you'll need to know:

- Total number of seats (including paying and non-paying guests).
- Number of tickets for sale (and if any of them are "youth" prices).
- Total food budget.

Keep in mind that you should assume 10% of tickets won't sell, and that the food budget covers total number of servings (not just paid tickets).

The price of a ticket should be at least

$$= (\text{Food Budget}) / (\text{Number of Tickets for Sale} * 0.9)$$

Then you can calculate an actual per-meal budget

$$= (\text{Number of Tickets for Sale} * 0.9) * (\text{Ticket Price}) / (\text{Number of Tickets for Sale} + \text{Number of Non-Paying Seats})$$

For example, if your food budget is \$850 and you want to sell 80 tickets, the price of each ticket should be at least = $\$850 / (80 * 0.9) = \$850 / 72 = \$10.81$ (round that up to \$15).

However, keep in mind the people not buying tickets. For example, if there are 10 staff (kitchen & servers) plus 6 at Head Table, the cook is going to have to prepare for 80 (max tickets) + 10 (staff) + 6 (Head Table) = 96 people.

This means the cook is actually working with a per-person budget of:

$$\begin{aligned} &= (\text{Expected number of tickets sold}) * (\text{Price per ticket}) / (\text{Maximum \# of people}) \\ &= (80 * 0.9) * \$15 / (96 \text{ seats}) = \$11.25 \text{ per person} \end{aligned}$$

Budgeting The Bar

If site is wet and won't provide a barkeep, the budget should include the bar.

The bar budget is broken into two items on the budget form:

1. Bar Licence, for the LCBO Special Occasion Permit (SOP), if alcohol is being served. Permits and prices can be found on the Alcohol and Gaming commission of Ontario's website: <https://www.agco.ca/alcohol/special-occasion-permits-public-event>.
2. Bar Supplies, for refreshments (alcoholic and non-alcoholic) and other supplies (such as disposable cups, if needed).

Talk to your barkeep! They will know what's needed for your local event.

As a rough example, for an event of about 150 expected attendees, a reasonable budget² to give your Barkeep³ is \$475 for stock, and supplies (licence is in addition to this). A conservative estimated profit on bar is \$100.

Site Fees

In the Event Bid form, fill out the Event Budget tab to sum up all expected event expenses, subtract meals and the bar, and include about \$100 for unexpected expenses (a "Contingency Fund").

The starting point for the adult site fee, is to divide event expenses by the smallest number of attendees you expect. Compare the result to site fees for recent events in Ealdormere.

Use the profit estimate tab the Event Bid file to help you adjust this price to something reasonable.

Round to nearest dollar (nearest \$5, if possible).

Discounted Site Fees

You cannot give discounts to non-members.

Discounts must be enshrined in your group Financial Policy and applied equally to all events. Please refer to your Financial Policy to check you are including all discounts.

For example, as of November 2022, the Barony of Rising Waters Financial Policy states:

10.3. Baronial events will provide complimentary admission for the following as part of the event bid:

10.3.1. For Kingdom sponsored events: Their Royal Majesties [Required]

10.3.2. For Kingdom sponsored events: Their Royal Highnesses [Required]

10.3.3. Out-of-Kingdom Royalty

10.3.4. Event Steward

10.3.5. Feast Steward

If you have any questions about discounts, please ask your local or Kingdom exchequer.

Non-Member Registration (NMR)

Adults who don't have a current SCA membership, or who cannot provide proof of membership⁴, are required to pay the non-member registration fee.

Events with no site fee do not have to collect NMR.

NMR is a flow-through amount (collected and passed on to the Kingdom NMR Deputy within 10 days of the event), so you don't need to include it in the budget for the event bid.

There are many nuances to NMR, so please review the [Non-Member Registration F.A.Q.](#)

² In the year 2020.

³ Who, as of 2022, must have a Smart Serve License, which can be paid for from group funds so long as it is not going to be used by the barkeep for their day job.

⁴ Pictures on phones are acceptable, as are images from the membership website, but ask them to sign the waiver sheet.

STOCKING THE ROYALTY ROOM

Historically, the hosting group would include an amount in the event budget for “hospitality” and use that amount to provide food for the Royalty Room. Since access to the Royalty Room is restricted (it is not a public space), it is now **expressly forbidden** to spend SCA funds to stock the Royalty Room in any way. That also applies to meetings where the members don’t select themselves. For example: snacks for an order meeting are **not** okay, but free food and water for an open lunch board is just fine.

BID APPROVAL

You can present your bid to the Financial Committee of your group in any form, so long as it contains the required information (listed in [What to Include](#)).

The bid must be approved by the hosting group's Financial Committee, using the procedure set out in the group’s Financial Policy. Seneschals are responsible for ensuring the group’s customary process is followed.

Both the seneschal and the exchequer must be present when bids are being approved.

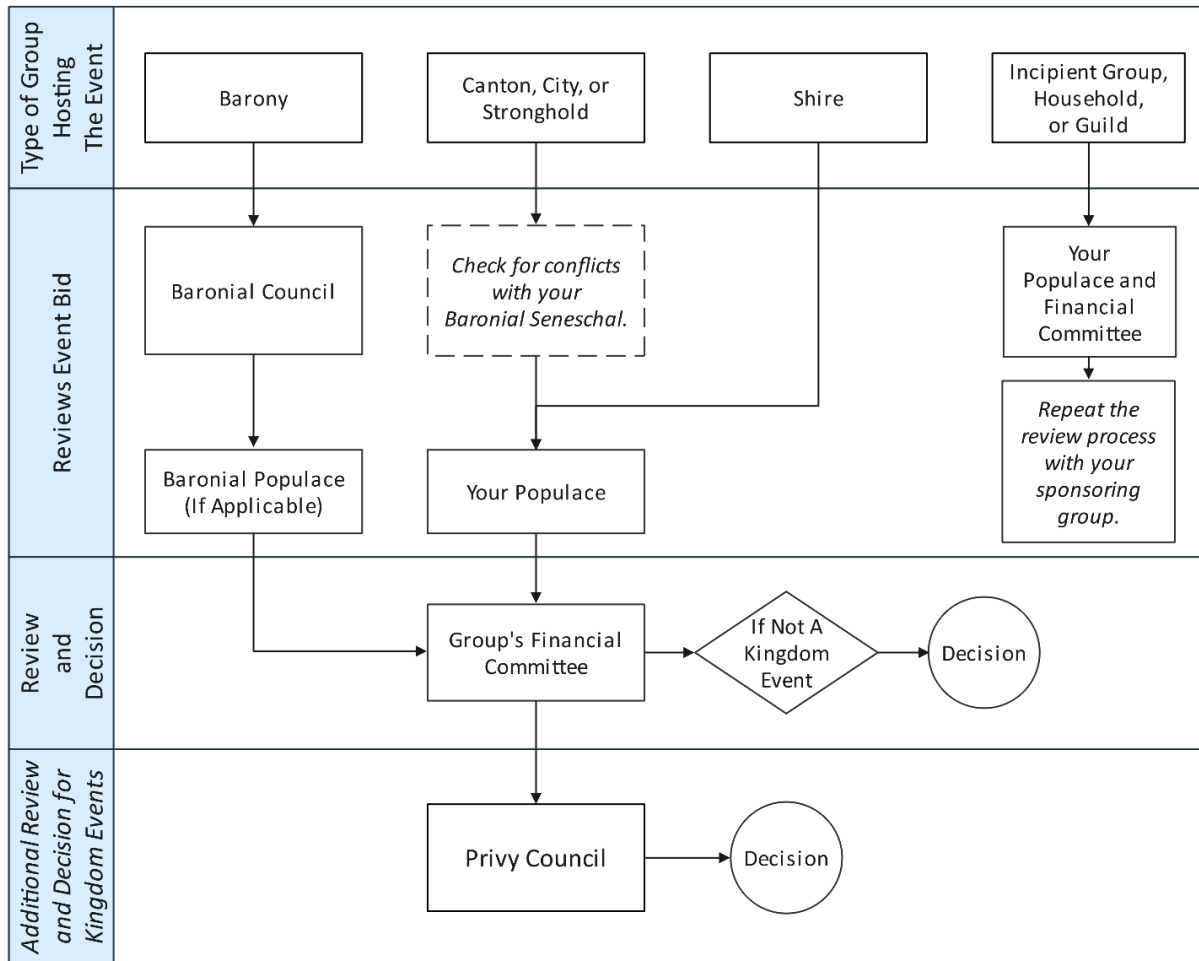
- Exchequer is required because it is a financial commitment.
- Seneschal is required because the Event Steward becomes a deputy of the seneschal.

However! Unless SCA (local, Baronial, Kingdom, or Society) Financial Policy says otherwise, and if your event bid doesn’t contravene any mundane laws, neither the exchequer nor seneschal have veto rights. This *Handbook* is set up to keep your event on track.

Running an event is a lot of work, best delegated and shared among many hands. There will be plenty for your group to help with, so you should seek their backing and involvement when putting together an event.

- Incipient groups must go through a second bid approval process from their sponsoring group.
- Kingdom events are first approved like any other event, and then they’re sent to Privy Council. Additional paperwork is required (see [Bidding for a Kingdom Event](#)).

Event Bid Approval Process



Bidding for a Kingdom Event

Responsibility for hosting Kingdom Events rotates between the Baronies and Shires, with the Shires grouped together. Please see the [Kingdom Event Bid Rotation](#) (under Seneschals' Documents) for more information.

There are special requirements for each type of Kingdom Event. These requirements for venues are laid out in Section 3 of the General Operating Policies, an annex to the [Kingdom Laws](#) (under Kingdom Laws and Policies). Read these policies carefully, before selecting a venue, in order to ensure that your bid will be successful.

The Bid must be presented using the Kingdom Event Bid Form (in the [Ealdormere Library](#), under Event Bids and Forms). The form contains all necessary instructions.

It indicates that in addition to the form, bids must include:

- a budget using the budget form,
- a proposed schedule, and
- photos of the proposed venue, inside and outside.

KINGDOM EVENT BID DEADLINES

Kingdom Event Bids must be to Privy Council nine months before the event. This means:

- Spring A&S bid is due to Kingdom by end of June.
- Spring Coronation bid is due to Kingdom by end of July.
- Spring Crown Tournament bid is due to Kingdom by end of August.
- Fall Coronation bid is due to Kingdom by end of December.
- Fall Crown Tournament bid is due to Kingdom by end of January.

NOTE BENE: The event bid must receive local approval *before* sending to Privy Council.

The Kingdom relies on profits from Kingdom Events to fund the Kingdom's operating expenses. As such, hosting groups must agree to give the Kingdom of Ealdormere the larger of (1) a minimum fixed amount or (2) a percentage of the profit. This money is due 30 days after the event.

Please prepare your budget with these totals in mind.

If the Kingdom Event is being co-hosted between two local groups, those groups must come to an agreement during the bid drafting process of how to share the profits or losses left after the payment to Kingdom has been made.

Privy Council reviews all bids submitted for each Kingdom Event. The Council evaluates the bid based on the site proposed, the budget, the organization, and the team. The Council members vote for the bid that ranks highest in their personal opinions.

IMPORTANT NOTE ON SITE CONTRACTS

Signed site contracts for Kingdom Events are due to the Kingdom Seneschal within 30 days of the group being notified of the approval of the bid.

IMPORTANT NOTE ON CHANGES

If changes must be made to a Kingdom Event after the bid has been approved by Privy Council, it is vital that Kingdom Seneschal is notified as soon as possible. This can include changes in event site, date of the event, and event steward.

INSURANCE

For an Event to be covered by SCA insurance, it must have the approval of the hosting (or sponsoring) group, and all applicable rules and policies must be adhered to. It's kind of assumed that rules are being followed; see the [Removal of Sanction](#) section to learn what happens when this isn't the case.

To be absolutely sure that the insurance is in force for your event, make sure it is published in *The Tidings*, listed on the Kingdom Calendar, and approved by the warranted Seneschal (see [Publishing an Event](#)).

Equestrian Activities

A special equestrian policy needs to be activated whenever there will be equestrian activities. For this insurance to apply, a fee must be paid to Society with a special application for coverage. Please see the [SCA's page on insurance](#), and follow the instructions to obtain equestrian insurance coverage.

Venues and SCA's Proof of Insurance

Some venues require a copy of the SCA's insurance certificate, a.k.a. "proof of insurance". The hosting group's seneschal can get a copy directly from Society or the Kingdom Seneschal.

Some venues require a certificate where the venue appears as an additionally insured party. Please see the [SCA's page on insurance](#), and follow the instructions.

Further information on SCA Insurance can be found in the *Society Seneschals' Handbook*, section XIX (in the [SCA Library](#), under Seneschal).

Youth Activities

Activities that are "youth only" must be supervised by two unrelated adults, one of whom must have passed a background check. This is known as the "rule of two". Activities that welcome youth to participate but are not youth only activities are not bound by this requirement.

A list of background checked members can be found in the [Ealdormere Library](#), under "Seneschals' Documents".

The Importance of The Gate

Everyone must sign in at gate. Event Steward, Cooks, pre-event staff, Royalty – everyone. There are two reasons for this:

1. **Gate is responsible for keeping track of the site count.** You need the count for your reports.
2. **Gate is where attendees read the rules and sign in.** This includes the anti-bullying policy and any other rules and regulations that people must agree to before attending your event. This is where the line is drawn: failure for people to adhere to the rules can see your event lose its status as a sanctioned event (see [Removal of Sanction](#)).

It's also where the site fees are collected, and that's important too.

WAIVERS

Gate must have a selection of waivers ready for people to sign. If it's an option, printing different types of waivers are on different colours of paper makes it easy to find the next sheet really quickly.

Membership or Sign! (Minors, too.)

All persons attending an SCA event must either sign a waiver at the door or show a blue membership card (which indicates they have a waiver on file with Corporate). Without a blue card or a signed waiver, a person may not attend the event. It is perfectly fine for someone who forgot their membership card at home to sign a waiver. However, they must pay NMR unless they can prove they are a member.

Sometimes signing in to <https://www.sca.org/member-services/> will get them the proof they need.

Parents/guardians of minors may show a blue membership card for the minor in place of signing a minor waiver at gate.

Minors accompanied by an adult who is not their legal guardian must have a minor waiver (or copy of their blue card) and a signed minor medical waiver. Policies regarding minors are very important so, in

case there have been any changes, please frequently review the Kingdom Seneschal Policies in the [Ealdormere Library](#), under “Seneschals’ Documents”.

Gate should also have a few family waivers on hand for parents with multiple children.

Other Waivers

This may include waivers regarding health and safety, and may be specific to this event or by decree from the SCA based on current events.

Where to find the paperwork.

Copies of the current waivers can be found here: [SCA Library](#), under “Waiver Forms”. The forms are updated from time to time, which is why direct links are not included in this document.

HARASSMENT AND BULLYING POLICY

The SCA's Harassment and Bullying Policy can be found in the *Society Seneschal Handbook* (in the [SCA Library](#), under “Seneschal”). As part of that Policy⁵ the following text **MUST** be displayed at gate in a size large enough for people to read easily, **AND** be on every printed handout (including but not limited to: programs, schedules, maps, menus, etc.):

THE SCA PROHIBITS HARASSMENT AND BULLYING OF ALL INDIVIDUALS AND GROUPS.

Participants engaging in this behavior are subject to appropriate sanctions. If you are subjected to harassment, bullying or retaliation, or if you become aware of anyone being harassed or bullied, contact a seneschal, President of the SCA, or your Kingdom’s Board Ombudsman.

Here is a handy [poster](#) for gate, but you can make your own.

REQUIRED HEALTH & SAFETY NOTICE

As of May 2021, there is “REQUIRED Event Language” that must appear on all event notices, flyers, online announcements, and advertisements, as well as being posted in multiple locations at all SCA-sponsored functions.

This form is available in the [SCA Library](#), under **Seneschal**. It includes the following paragraph, which should be presented in a legible manner:

Although the SCA complies with all applicable laws to try to ensure the health and safety of our event participants, we cannot eliminate the risk of exposure to infectious diseases during in-person events. By participating in the in-person events of the SCA, you acknowledge and accept the potential risks. You agree to take any additional steps to protect your own health and safety and those under your control as you believe to be necessary.

⁵ As of December 21, 2021, from the *Seneschal Handbook* (April 2021): <http://socsen.sca.org/wp-content/uploads/2021/04/Seneschal-Handbook-0421.pdf>, p. 40.

Publishing an Event

It is imperative for an event to be published in *The Tidings* and the Kingdom Calendar. If this does not happen, then no official business can occur.

Please see the [Kingdom Seneschal Policies](#) (under Seneschals' Documents) for the full detailed policy on published vs. unpublished events.

GET ON THE KINGDOM CALENDAR

Email a request to the [Kingdom Calendar Secretary](#). At a minimum, this email must include:

- ☐ The name of the event
- ☐ Street address of the event, and
- ☐ Name and email address of the Event Steward.

It's a very good idea to include a link to the event information website or social media presence.

The email request must come from the hosting group's seneschal, or the hosting group's seneschal must be copied on the email thereby indicating the event has seneschal approval. Only approved events can be published on the Kingdom Calendar or in *The Tidings*.

GET IN THE TIDINGS

Once your event is on the Kingdom Calendar, you must fill out the [Kingdom of Ealdormere Event Registration webform](#) to submit your event advertisement. You are required⁶ to include the following information:

- ☐ Name of the hosting group.
- ☐ Name of the sponsoring group (if applicable).
- ☐ Name of the event.
- ☐ Date of the event (day, month, and common era year).
- ☐ Time the event site opens and closes.
- ☐ Location (name, street address, town, and postal code if available) of the site.
- ☐ Name (both Society and modern) and email address of the Event Steward.
- ☐ Site fees, using the Official Wording:
 - Adult Registration: \$X
 - Member Discounted Registration: \$X-5
- ☐ Name on the group's bank account (so people can write cheques).
- ☐ The Gate Keeper and Reservation Steward's name and email address (if they are different people).
- ☐ Website address.
- ☐ Any site, municipal, provincial, or federal edicts that apply to this event.

You may also include other pertinent information at your discretion.

⁶ From the Chronicler's Handbook, <https://www.sca.org/wp-content/uploads/2019/12/ChronPolicy.pdf>

A NOTE ABOUT ADVERTISING

Advertising is integral to an event's success. Getting your event into *The Tidings* and on the Kingdom Calendar as soon as possible will open the opportunity to take advantage of the Kingdom's social media. Advertise early, often, and in multiple places. Always link to your website and other social media. If your event has a feast, be sure to mention that people should reserve their spot. Create a sense of urgency and scarcity.

Many people need to book leave at the beginning of the year. Groups are encouraged to put bids in as soon as possible to reserve the date and start the buzz.

Read the Society's Social media policy (in the [SCA Library](#), under "Social Media") about for rules governing admin rights, disclaimers, and content.

Money Matters

Reimbursements for expenses related to the event may only be made by the hosting (or sponsoring) branch's exchequer, by cheque, after proof of the expenditure is submitted (a.k.a. receipt(s)).

No expenses can be reimbursed from the cash collected during the event. Do not pay for anything, or reimburse any expenses, from the cashbox at an event.⁷

Staff members who handle cash must be paid members of legal age (18 or older). For example:

- People handling cash at gate.⁸
- Bar or Lunch counter attendants, when handling money.

Tickets don't count as money. Therefore, selling tickets for lunch or bar at gate reduces the number of volunteers that must be paid members.

When cash boxes are closed, all money must be given to someone to be deposited. This person must be:

- The group exchequer;
- The event steward; or
- An adult member of the SCA appointed by the Event Steward.

It is the hosting branch's exchequer's responsibility to ensure all monies collected at the event are deposited in accordance with SCA Inc. Corporate Financial Policy.

Best Practice: Your cooks do not have to be paid members but it's best if they are. Only members can receive cash advances. They are required to be members if they are selling meals (as sometimes happens at the lunch counter).

Best Practice: Pre-payment cheques for site fees should be received and deposited in enough time for the cheque to clear before the event. Avoid accepting cheques at gate. The amount of work chasing replacement payment, and the fees that are a result of an NSF cheque, are prohibitive.

Best Practice: Your branch exchequer is responsible for all cash at gate. The cashbox must be reconciled at the start and end of the day by three (3) paid members of the SCA, one of which must be the

⁷ The Kingdom Exchequer insisted on this paragraph. If people will expect to be reimbursed at the event, ask the hosting group exchequer to bring the checkbook, some blank cheque request forms, and a co-signor instead.

⁸ Non-members can work at gate, but they can only be in charge of paperwork, not money.

Exchequer (or designated deputy) or Seneschal of the branch. Gate reconciliation is part of the event report.

Best Practice: Money collected from the event should be deposited on the next business day after the event, even though SCA Financial Policy permits 14 days for deposits. Until the deposit amount is confirmed, the report (due 30 days after the event) may not be completed.

Best Practice: All event services (lunch, feast and bar/drinks counter) should be run through the event. Meaning: the supplies are budgeted through the event proposal/budget, and the monies collected go to the hosting group's exchequer at the end of the event. This ensures accountability and transparency.

Bar and Alcohol

Society has a blanket statement that no event funds will be used to purchase alcohol (with very tiny exceptions for cooking and A&S). However! Groups in the US do not operate under Ontario laws which are very strict when it comes to serving alcohol outside personal gatherings.

So, it's good for us (and Drachenwald) that the rules prohibiting the purchase and sale of alcohol only apply "within the United States and its territories".⁹

SPECIAL OCCASION PERMIT (SOP)

Ideally, the venue is already licenced and will run the bar for you.

If it is not, in order to serve alcohol at an event, the hosting group must acquire a Special Occasion Permit (SOP) from the Liquor Control Board of Ontario (LCBO). Be prepared to provide a copy of the Governing Documents of the SCA (quick link near the top of the [SCA Library](#) webpage) to the LCBO when you submit the application.

Important Details

Always check that the person running bar and working with the Seneschal to acquire a permit have recently reviewed the regulations as they are "subject to change without notice", at the whims of politicians.

When completing the [SOP application](#):

- ❑ **Only a Seneschal may sign the application.** This is an Ealdormere requirement. Other people may be named as purchasers, but the Seneschal must sign.
- ❑ **You probably want a public (not private) permit.** As of February 2023, a private permit means the alcohol will be sold at cost, without the intention of making any profit. To make a profit, you need a public permit.
- ❑ **You might want the fundraiser sale licence.** Events are fundraising opportunities for the hosting group, more than they are reception (like a wedding). This does not imply you are trying to make money off the alcohol - just that you are trying to make money off the event. It's the same price as a reception licence and is just as easy to obtain. The risk of applying for a reception

⁹ Email from Lis Schraer, SCA Seneschal, to Roberta Tower, SCA Exchequer, October 28, 2020. Copy to be found in the Ealdormere Exchequer's files and inbox.

licence is if the AGCO¹⁰ should discover that, in fact, our events are technically open to the public, they may place sanctions against the SCA.

- ❑ **A&S events might need to get two licences**, in order to allow for tasting of alcoholic entries:
 - a fundraiser sale licence, and
 - a no-sale type of permit. The no-sale type of permit is designed for brewing and vinting clubs to showcase their creations. It must be for a distinct, enclosed area, and must have an invitation list. For Kingdom A&S include TRM, TRH, the Kingdom Minister of Arts and Sciences (KMoAS), and a few names of Judges as provided by the KMoAS, on the list provided to the LCBO.

Roles and Responsibilities

Only paid members may handle cash. Everyone who might handle money at the event must be a paid member. This includes the Barkeep, Lunch Cook, and Feast Cook if they are handling cash. Marshals are, by definition, paid members.

In this section, if a role is responsible for “bringing” something, that just means they are responsible for it being there. Delegation is entirely reasonable.

In general, people may share the work but not the responsibility. For example, it isn’t required that the Marshal in charge be at the lists all day, or that the Feast Cook live in the kitchen, but they are responsible for what happens when they aren’t there.

The exception is the Event Steward and Exchequer. While they can (and will) help with the entire event, they are the first, last, and only person responsible for the tasks assigned to their positions (unless explicitly stated otherwise).

Starred positions should be filled before the bid is presented (if applicable to the event).

EVENT STEWARD*

Even if you are the one in charge, you should a deputy steward, who can take over in case of an emergency if you are unexpectedly unable to attend the event, or suddenly have to leave site.¹¹

- ❑ Determine activities, theme, and schedule. This works best as a group project. Keep in mind that the final schedule should be flexible to accommodate royal whims, but should list if there is to be a royal and/or baronial court, as well as any order meetings.
- ❑ Budget the event
- ❑ Prepare a bid (including a budget) and present it to the sponsoring group’s Financial Committee
- ❑ Book the venue; your (or your sponsoring group’s) Seneschal must sign the contract¹²
- ❑ Get Event on the Kingdom Calendar
- ❑ Get Event into *The Tidings*
- ❑ Work with group’s Clerk-Register (or the Kingdom Clerk-Register) to update online presence(s)
- ❑ Prepare list of site emergency contacts to have on hand (site manager/custodian – non 911 emergency contacts, which can be location-dependant)

¹⁰ Alcohol and Gaming Commission of Ontario, the authority that issues SOPs.

¹¹ Without an Event Steward or Deputy, the event instantly closes. No exceptions. Don’t tempt the odds: get a Deputy.

¹² There is *one* exception. See the Seneschal’s duties under [Seneschal*](#), page 23.

- ❑ Advertise (this can be delegated)
- ❑ Prepare signs (this can be delegated, but the SCA notices are very important)
 - Important SCA notices - ask the Kingdom Seneschal for current requirements
 - Site map (if needed)
 - Room labels
 - Directions within the building (if needed)
 - Schedule (posting on walls near the entrance and changeroom is a good idea)
- ❑ Assign jobs. Please be aware that for Kingdom events some roles are held by the Kingdom officer. For example, the Earl Marshal is in charge of the heavy list at Crown Tournaments.
- ❑ Stay in contact with your staff, help them be prepared to do their jobs.
- ❑ Be on site AT ALL TIMES. You're the first to arrive and the last to leave.
- ❑ Collect lost and found, post it publicly (this can be delegated)
- ❑ Write and publish the post-event "Thank you!!!" message to social media
- ❑ Prepare and submit Event Report

GATEKEEPER*

This role handles a lot of details, all at once, with money, and with people in a hurry.

Your Gatekeeper must work well with your Exchequer. SCA guidelines imply that the Exchequer runs gate. In Ealdormere, the practice has been that the Exchequer works with the Gatekeeper regarding setting up the cashbox, and arranging for paperwork to track funds.

- ❑ Solicits volunteers to staff gate. (People handling cash must be SCA members 18 years or older.)
- ❑ Brings gate signage to clearly indicate the following:
 - Admission fee structure
 - Lunch/Feast/Bar fee structure (if and as applicable)
 - Any SCA policies required to be posted at gate
- ❑ Brings any items to be handed out at gate such as:
 - Tokens for site and/or feast
 - Site books
 - Schedules
- ❑ Brings sufficient paper waivers of all types, plus pens and other supplies (such pens, paper clips, and large envelopes for storing waivers)
- ❑ Checks membership cards – including if it has been signed
- ❑ Ensures the proper waivers are signed
- ❑ Ensures minors are properly waived and accompanied
- ❑ Tracks attendance numbers (and type of attendee) as they enter
- ❑ Ensures attendee information forms are completed
- ❑ Collects payments, gives change
- ❑ Verifies cash advance upon opening
- ❑ Counts cash upon closing
- ❑ Reconciles money received to attendance count daily

RESERVATIONS STEWARD

This person must be very comfortable and well-organized with emails. It can be critical for this person to keep up to date with event emails and be organized when tracking reservations and payments.

- ☐ Often the same person as the Gate Keeper
- ☐ Receives emails for site and/or feast reservations
- ☐ Maintains a list of reservations and payments received
- ☐ Responds to emails confirming reservations
- ☐ Collects payments and gives them to the Exchequer
- ☐ Provides reservations list to Gate Keeper in time for them to print, or brings it to the Event before gate opens

SOCIAL MEDIA DEPUTY

Many of our community members rely on interactive social media (such as Facebook and Discord), and need to be reminded to go to the website for the event details. While not a requirement, social media does support promoting events.

- ☐ Works closely with the Event Steward and other Liaisons.
- ☐ Enjoys promoting events and comfortable with online forums.
- ☐ Should be prepared to send out occasional updates months in advance of the event, with increasing frequency as the date of the event approaches.

ROYALTY LIAISON

- ☐ Event contact for the Royal Chamberlain
- ☐ Acts as point of contact between the Royal Chamberlain and Event Steward
- ☐ Negotiates:
 - ☐ Court time and length
 - ☐ Meeting times/rooms
 - ☐ Whims/needs
- ☐ Responsible for Royal Comfort at the Event

LUNCH COOK

Must be a paid member if handling money.

- ☐ Prepares menu, including ingredients list (for allergy issues)
- ☐ Supplies menu and ingredients list to Steward and/or Clerk-Register ASAP
- ☐ Answers emails regarding ingredients and allergy accommodation
- ☐ Solicits Volunteers as needed (for pre-event-preparations and on the day)
- ☐ Contacts Quartermaster for serving/cooking gear if desired
- ☐ Shop and prepare food for Lunch
- ☐ Prepares printout of menu (including ingredients and SCA Harassment and Bullying Policy) for lunch counter
- ☐ At event, prepares and serves Lunch, or organizes someone to do it
- ☐ Possibly collects money or tokens for Lunch
- ☐ Manages cash box if required (including all required daily cash reconciliation procedures)
- ☐ Cleans gear and kitchen/prep. area afterwards
- ☐ Accounts for gear before leaving site
- ☐ Returns borrowed gear to Quartermaster

FEAST COOK*

Must be a paid member if handling money.

- ☐ Prepares menu, including ingredients list (for allergy issues)
- ☐ Supplies menu and ingredients list to Steward and/or Clerk-Register ASAP
- ☐ Answers emails regarding ingredients and allergy accommodation
- ☐ Solicits Volunteers as needed (pre-cooks and on the day)
- ☐ Contacts Quartermaster for serving/cooking gear if desired
- ☐ Shops and prepare food for Feast
- ☐ Prepares printout of menu (including ingredients and SCA Harassment and Bullying Policy) – at least enough copies for each table
- ☐ At event, prepares and plates Feast
- ☐ Cleans gear and kitchen afterwards
- ☐ Accounts for gear before leaving site
- ☐ Returns borrowed gear to Quartermaster

HEAD SERVER

- ☐ Works with the Feast Cook
- ☐ Solicits and organizes servers for Feast
- ☐ Trains new servers if needed
- ☐ Serves feast
- ☐ Heralds each dish (optional, and can be delegated)

BARKEEP

Each municipality has its own rules regarding sale and serving of alcohol. The barkeep is responsible for investigating and seeing that the event meets local requirements. The footnotes below are examples of how one municipality complicates the situation.

Each person serving alcohol must have a Smart Serve license.

Unlike in the cases of feast and lunch, it is your Barkeep who will be responsible for setting prices, although the Event Steward will set a revenue goal.

Stock purchased from the LCBO may be returned if unopened, and if the receipts are not lost.

Your Barkeep:

- ☐ Has the required Smart Serve certification¹³
- ☐ Arranges for LCBO Special Occasion Permit (**must be signed by Seneschal**)¹⁴
- ☐ Decides what products to carry, how many of each, and sets prices¹⁵
- ☐ Stocks the bar
- ☐ If cash is paid at bar, manages the cashbox (including requesting cash advance, verifying opening balance, counting at close, and arranging with the exchequer for cash to be deposited)¹⁶
- ☐ Staffs bar throughout the day, or arranges for staffing (who must also have Smart Serve certification)
- ☐ Returns empties and unopened cases for refunds

COMMISARIAT

Sometimes overlooked, it is very important that participants in martial activities have quick and easy access to fresh water. Snacks are nice, but not required for day events.

- ☐ Sets up tables and provisions for fighting area(s)
- ☐ Cleans up afterwards

HEAVY ARMoured COMBAT MARSHAL

- ☐ Arranges to have list posts
- ☐ Plans, organizes, and runs tournaments
- ☐ Supervises Rattan combat (unless this is Crown Tournament, where the Earl Marshal is in charge)
- ☐ Work with Fencing Marshal to coordinate space usage if needed

FENCING MARSHAL

- ☐ Arranges to have list posts
- ☐ Plans, organizes, and runs tournaments
- ☐ Supervises Fencing combat

¹³ If a member of your group needs to acquire a Smart Serve certification or to update an expiring certificate, so long as they are NOT using it for their mundane job, the group may reimburse them for the expense.

¹⁴ The Seneschal gets the SOP, naming the Barkeep as the person who can buy the booze, and gives them the SOP so they can stock the bar. SCA rules allow Deputy Seneschals to sign, but the Kingdom of Ealdormere specifically requires a Seneschal.

¹⁵ For example, the City of Toronto regulates drink options and relative prices based on expected number of attendees and other variables. As of December 2021 the rules could be found under “General Information for Serving Alcohol > Municipal Requirements” (<https://www.toronto.ca/business-economy/industry-sector-support/events/topic-areas/>).

¹⁶ The City of Toronto requires tickets to be sold by someone who is not by the bartender, and has a number of requirements including pricing and the number and type of bar-related staff per number of attendees. As of December 2021, this is the location of the [Toronto Municipal Alcohol Policy](#). Thank your barkeep.

- ☐ Works with Rattan Marshal to coordinate space usage if needed

ARCHERY MARSHAL

- ☐ Arranges for range set up and targets
- ☐ Plans, organizes, and runs tournaments
- ☐ Supervises use of the Archery range
- ☐ Responsible for organizing and participating in tear down

THROWN WEAPONS MARSHAL

- ☐ Arranges for range set up and targets
- ☐ Plans, organizes, and runs tournaments
- ☐ Supervises use of the Thrown Weapons range
- ☐ Responsible for organizing and participating in tear down

HERALD

- ☐ The event Herald makes all official announcements for the event
- ☐ Will need to be able to walk the length and breadth of site
- ☐ Does not have to be the group herald
- ☐ Each court might have a different herald, as determined by their Majesties, Heirs, or Baronial representatives.

MERCHANT LIAISON

- ☐ Receives and answers emails about potential merchants
- ☐ Works with merchants to see that their needs are met

CHILDREN'S ACTIVITIES

- ☐ Plans and supervises children's activities
- ☐ Ensures the "two-deep" rule is satisfied at all times (check the *Society Seneschal's Handbook* in the [SCA Library](#), under "Seneschal" for current details and requirements)
- ☐ Ensures at least one of the two people supervising the activities has had the official SCA background check (see "Background Checks List" under "Seneschals' Documents" on the Kingdom Website: <https://www.ealdormere.ca/library.html#seneschals>)

CLASS OR A&S ORGANIZER

- ☐ If there will be a display or competition, or classes offered
- ☐ Plans and organizes how entries shall be displayed, what rooms will be used
- ☐ Solicits judges if there is a competition, solicits teachers if there are classes
- ☐ Works with judges or teachers to see that their needs are met
- ☐ If your event is Kingdom A&S, then the Kingdom Minister of A&S holds this position

EVENT TEAR DOWN LEAD/CAPTAIN

- ☐ Solicits volunteers to clean up

SENESCHAL*

- ❑ Signs all contracts site contracts. This is a Kingdom requirement with the *sole* exception of:

If membership in an outside organization is required in order to rent particular sites or to take advantage of group discounts on site rentals, the organization member may sign the contract, but it must first be completely read and reviewed by the seneschal before the seneschal gives authority in writing to the individual and the individual must be a paid member of the Society.¹⁷

- ❑ Responsible for keeping Privy Council informed if there are major changes to the event (location, hours, planned activities) even after the event has been approved

EXCHEQUER*

This isn't an office appointed by the event, but your branch/sponsor exchequer must be on board because money is involved. From the SCA Exchequer Handbook:¹⁸

The gate at SCA events is to be controlled by the Exchequer of the SCA Branch hosting the event.

[...] That does not mean that the Exchequer is required to sit gate, but is required to make sure that there is adequate staff, the funds for the cash box are provided, the paperwork is provided and that the paperwork is filled out. The ultimate responsibility for the money belongs to the Branch Exchequer, so any problems or issues that come up are to be handled by the Exchequer. Make sure to work with the gate staff prior to the Event so they know what their responsibilities are and what documentation is required.

[...] The gate cash box should be counted and verified at the beginning of the event, at the beginning and end of each day, and at random intervals while troll is open. The gate cash box shall be counted and verified by the 3 paid members of the SCA one of which must be the Exchequer (or designated deputy) or Seneschal of the branch.

You will notice an overlap in responsibilities with the Gatekeeper. In Ealdormere, the Exchequer works with the Gatekeeper regarding:

- ❑ Staffing gate
- ❑ Setting up the cashbox; and
- ❑ Arranging for paperwork to track funds.

The Exchequer is still responsible for:

- ❑ Providing the cash advance; and,
- ❑ Ultimately, for all the money, as described above, including:
 - Counting and verifying the cash boxes at open and close.
 - Getting the money from cashboxes deposited within 14 days of the event.
- ❑ Submitting NMR within 10 calendar days of the event.
- ❑ Submitting profit sharing as defined in Event Bid.
- ❑ Submitting donations, as defined in Event Bid and/or directed by the hosting/sponsoring group Financial Committee.

¹⁷ Policy Manual for the Seneschal's Office of the Kingdom of Ealdormere, Revised: March 2019, Policy #13: "Contracts"; referenced on March 16, 2022 from the Kingdom Library at <https://www.ealdormere.ca/library.html#seneschals>

¹⁸ The SCA Chancellor of the Exchequer Handbook, January 2020, Chapter 7, Section V. Controls of Cash, starting page 109.

Event Checklist

PRE-APPROVAL

- ☐ Prepare event bid. This will include:
 - ☐ Choosing a date
 - ☐ Lining up potential sites
 - ☐ Confirming volunteers for the key positions (see [Roles and Responsibilities](#))
 - ☐ Drafting an event schedule
 - ☐ Estimating the budget
 - ☐ Kingdom bids have additional requirements
- ☐ Present your bid to your local council.
- ☐ Have your bid voted on and passed at a meeting where both the Exchequer and Seneschal were present.
- ☐ Have your budget signed by the Exchequer and/or Seneschal.
- ☐ If this is a Kingdom event, acquire Kingdom approval.

ONCE APPROVED

- ☐ Make sure the Seneschal signs the venue contract, and pay for venue.
- ☐ Acquire SCA insurance if needed.
- ☐ Advertise
 - ☐ Email the Chronicler (ealdormere.kchronicler@gmail.com) an ad for your event and request to be published in *The Tidings*.
 - ☐ Email the Calendar Secretary (ealdormerecalsec@gmail.com) with *The Tidings* ad and request to have the event added to the Kingdom Event Calendar.
 - ☐ Have your Clerk-Register post the basic event information to the group's website.
 - ☐ Update the group online presence. Consider creating a public event for people to share.
- ☐ Post event details to various public forums, such as Facebook.
- ☐ Find volunteers for all remaining positions (those that weren't confirmed for the event bid).
- ☐ Set the event schedule, then update the group website and other online presences.
- ☐ Acquire LCBO Special Occasion Permit (if needed)
 - ☐ Seneschal applies online at least 30 days in advance
 - ☐ Given (emailed) to Barkeep
- ☐ Post Feast and Lunch menus to website.
- ☐ Confirm with Gatekeeper, Barkeep, Lunch Cook, and Exchequer, that all the cashbox(es) and cash advance(s) needed are good to go.
- ☐ Confirm the Gatekeeper:
 - ☐ Has all the forms, notices, and waivers.
 - ☐ Site and feast tokens – if any, who will make or acquire, and how they will get to site.
- ☐ Formalize schedule
 - ☐ Discuss with any Royalty/other liaisons
 - ☐ Decide who needs a printed copy and arrange copies to be available at gate
- ☐ Assemble a list of emergency contact information:
 - ☐ Someone from the site who can come to the site day-of to open locked doors, provide access to cleaning materials, can reset brakes, is familiar with the site-specific water

filtration system, and knows where the toilet plunger hides. Often known as a “custodian”.

- The site person who needs to be immediately notified in case of total disaster (for example: the transformer supplying electricity to the site catching fire, which has happened).
- Local police non-emergency number.
- In discussion with event staff, decide on site needs and acquire as needed:
 - Direction signs to site
 - On-site signs:
 - Important SCA notices, as required - ask Kingdom Seneschal for current requirements
 - Site map (if needed)
 - Room names & where to find them
 - Signs to reserve parking spaces, if needed
 - Schedule (posting on walls near the entrance and changeroom is a good idea)
 - Extra tables/chairs
 - Tents
 - Curtains, banners, and other decorations

DAY OF THE EVENT

- Bring list of site emergency contacts
- Be there ALL DAY
 - The first on site
 - Stay all the time there are other people present
 - Be the last to leave¹⁹
- Before you leave, you need:
 - All signed waivers
 - A list of gate attendance tracking by attendee type
 - One copy of each Daily Cash Form (one per cash box, per day)

POST-EVENT

- Next day:
 - Post thank you to social media
- Next few days:
 - Post list of lost and found to social media
 - Work with the exchequer to get the NMR Form and cheque to Kingdom (they must have them within 10 days)
 - Send waivers to Waiver Secretary (they must have them within 14 days)
 - Confirm bank deposits have been made (next day is better, within 14 days maximum)
 - Prepare Event Report - must be received by sponsoring group Seneschal and Exchequer within 30 days

¹⁹ Notice a theme? Be there. If the Event Steward is not present, the event is not covered by SCA insurance. This is an excellent reason to have a Deputy.

Reporting

Start as soon as the event is over. You'll need information from a lot of people, while their memories are fresh.

Use the Ealdormere Event Report file.

NMR

Due 10 calendar days after the event, the Non-Member Registration report is emailed to the Kingdom Exchequer and NMR Deputy; the cheques go to the Kingdom Exchequer. (See the [Kingdom Website](#) for mailing address.)

This report is a tab in the Ealdormere Event Report file.

EVENT WAIVERS

Waivers to be provided to the Waiver Deputy at ealdormerewaiversec@gmail.com.

EVENT REPORTS

Due 30 days after the event, the event reports go to your branch's Seneschal and Exchequer (and include a copy of the NMR report). Both seneschals and Exchequers in Ealdormere are expected to include event reports with the rest of their quarterly paperwork.

These items must be collected from a variety of people. You may have to hound them.

In order to complete the event reports you will need:

- ☐ Summaries from the event activity officers (start asking right away)
- ☐ Gate records for the number of people by type of attendee
- ☐ Daily Cash Forms for the event deposit(s) (you should have these already)
- ☐ Confirmation on deposit amounts. The exchequer should have the deposit slips.
- ☐ For any deposits not "Daily Cash Form" deposits, confirmation of deposit from the exchequer, and an explanation as to why this is event revenue²⁰
- ☐ Cheque requisition forms for event expenses
 - Be able to categorize event expenses as per the Expenses tab in the report file
 - Make sure everyone gets the cheques they are owed

Use the Event Report Form. The report form is an Excel spreadsheet with four separate tabs. The cells that require input are shaded blue.

Follow the instructions on the "Instructions" tab.

The report does not need to be presented at a business meeting. The whole file should be sent electronically to both the hosting group's Seneschal and Exchequer as soon as possible, but no later than 30 days after the event is over.

²⁰ For example, an email from your exchequer saying "Nov 15th deposit of \$125 for sale of 5 t-shirts @ \$25/ea".

Removal of Sanction

If you are running an approved SCA event, the event is “sanctioned”.

When the event is no longer sanctioned – when sanction has been removed – the event must end immediately and everyone must leave the site.

Only the senior seneschal in attendance can announce that sanction has been removed.

Removing sanction for an event is drastic. When an event is no longer sanctioned it means that:

1. SCA insurance no longer covers the event;
2. the SCA is no longer liable for what happens at the event; and
3. the responsibility may rest solely on the local group or some individual.

Reasons sanction may be removed:

- A serious violation of the Rules of the List
- A situation representing a serious risk of injury or damage
- The Event Steward has left the site without an appointed Deputy Event Steward

Every effort must be made to rectify the situation that could lead to removal of sanction. This may include removing one or more attendees from the event. Removing sanction should be a LAST RESORT.

If you, your seneschal, and other authorities cannot rectify the situation, it is the senior seneschal (as determined by current office) on site who officially decides and announces that sanction is removed for the event. If this happens, you should shut down the event and ask everyone to leave. If anyone remains on site, the risk to you, your Seneschal, and your local group is too high.

The Kingdom Seneschal should be contacted ASAP.

You, as the Steward, are responsible for resolving situations that could lead to removal of sanction.

Refer to the [Kingdom Seneschal Policies](#) for the full process.

A Note About a Steward's Presence on Site

As Steward, you must be on site if there are other people there. Therefore, you must arrive before anyone else, and you may not leave until everyone else is out the door. For this reason, and others, Deputy or Co-Stewards are a great idea.

This means that, even if Sanction is removed, one of the Stewards must stay until the last person is gone. If the activities are all canceled due to extreme weather, but you invite people to stay until travelling is more feasible, one of the Stewards must remain on site until the last person ventures out.

Co-Stewards/Deputy Stewards are recommended for contingency reasons. If there is only one warranted Steward, and there is some family or medical emergency, the event has a problem. With a second Steward, the event could carry on with no issues.

Forms and Policies

These links are to the general libraries only, as clerk-registers often change the link address when the document is updated.

EVENT POLICY

These official policies (this document is only a guide) are available in the [Ealdormere Library](#) under **Seneschal's Documents**:

- Kingdom Seneschal Policies
- Event Sponsor Form

EVENT FORMS

These are available in the [Ealdormere Library](#) under **Event Bids and Forms**:

- Kingdom Event Bid Rotation
- Kingdom Event Bid Form
- Event Budgeting Form
- Daily Cash Form (Cash Box Reconciliation Sheet)
- Ealdormere Event Report Form

EVENT FORMS - REQUIRED

These are available in the SCA Library, under Seneschal's documents (<https://www.sca.org/resources/document-library/#seneschal>)

- "REQUIRED Event Language" sign

This one is in a different SCA library:

- Anti-Harassment Policy sign. For details refer to the SCA Policy on Bullying and Harassment which may be found on the SCA DEI Resources & Links webpage: <https://www.sca.org/resources/dei-office/dei-resources/>

WAIVERS - REQUIRED

Always check for the most recent forms.

These are available in the [SCA Library](#) under **Waiver Forms**: (<https://www.sca.org/resources/document-library/>)

- Roster-style Waiver for Adults
- Equestrian Waivers and Policy Clarification (if needed)
- Minor Waiver
- Medical Authorization Form and/or Family Minor Waiver (for families with more than one child)
- Minor's Medical Authorization – Use the non-Florida, non-USA version.

Glossary

Autocrat	Another word for Steward or Event Steward. Used interchangeably, but archaic.
Bid	Proposal for an event.
Blue Card	A membership card printed on blue stock. Replaces the need to sign a waiver at gate.
Comp/Comp'ed	Complimentary. To Comp someone is to let them into the event for free. Only permitted for people holding positions listed in the Financial Policy of the host group, and must be applied evenly to all events.
Feast Token	See "Token".
Feastocrat	Another word for Feast Cook, or Feast Steward. Less common usage.
Hospitality Rooms	Another word for Royalty Rooms. More generic to cover rooms for Territorial Barons and Baronesses, or other private spaces for special guests.
KET	Kingdom Event Tithe. A fee that used to be added onto registration fees that then was sent directly to Kingdom.
NMR	Non-Member Registration. The difference between the Non-Member price for event registration, and the member price. This money needs to be sent to Kingdom after the event, to then be transferred to Society. The amount is set by Society.
NMS	The NMR used to be called "non-member surcharge", but the term has been dropped by Society as it implied non-members were charged more to attend, even though members already pay the surcharge for insurance with their membership.
Off Board	Eating in the Feast Hall, but bringing your own meal. "Sitting Feast" can also be called On Board. When eating "Off Board" a person or group packs their own dinner/feast to enjoy in the atmosphere of the feast hall. It is desirable to ensure there are a few tables available for this practice.
Official Event	See "published event".
Profit Sharing	Kingdom level events are required to split the event profit with Ealdormere. Traditionally that portion represents 50% of the profits. Kingdom Law also lays out minimum amounts. This is not a donation; this is a sharing of the event profits. It is recorded as a Transfer Out – In Kingdom.
Published Event	The SCA no longer makes a distinction between "official" and "unofficial" events. Instead, events are either "published" or "unpublished". "Published" means published in the official Kingdom newsletter: <i>The Tidings</i> . Awards that carry precedence (AoAs, grants, and patents) cannot be given at events that have not been published in advance, but promises of future awards can be granted. If the Crown decides to attend an event that is unpublished, no awards carrying precedence can be presented at that event. However, the Crown can call forward deserving members, praise them in front of their friends, and announce their intent to present thus-and-such award at the earliest opportunity.

Royalty Rooms	The private room set aside for the Royalty's comfort. Often the Territorial Baronial Noble(s) may also use the space, but that is entirely at the whim of the Crown.
Site Token	See "token".
Site	The place where the event is taking place. Also referred to as the "venue".
Token	A site token is a small gift or charm for anyone coming to the event. Sometimes used as a proof of payment, especially for large events, or for feast.
Troll	Another word for Gate or Gatekeeper. Archaic usage, a play on the word "Toll" as a nod to the mythic troll requiring payment before allowing passage. It has fallen out of use due to modern usage gaining significantly negative connotations. To "troll through" was to register and pay at the registration table/at the Gate. "Head Troll" used to refer to the Gatekeeper. "At Troll" means at the registration table/at the Gate.
Unofficial Event	See "published event".
Unpublished Event	See "published event".
Venue	See "site".