



# SCA EVENTS

How to Plan and Run  
SCA Events

101



# EVENT CHECKLIST

- Name and Theme for your event
- Choosing a location for the event
- Budgeting the event
- Staffing the event
- Pre-event paperwork
- Post event paperwork
- Troll paperwork
- How to:
  - Make your Exchequer happy





# Post event paperwork

- NMR (NMS) form and check
- Event Report
- Receipts ( your biggest problem )





# Pre event paperwork

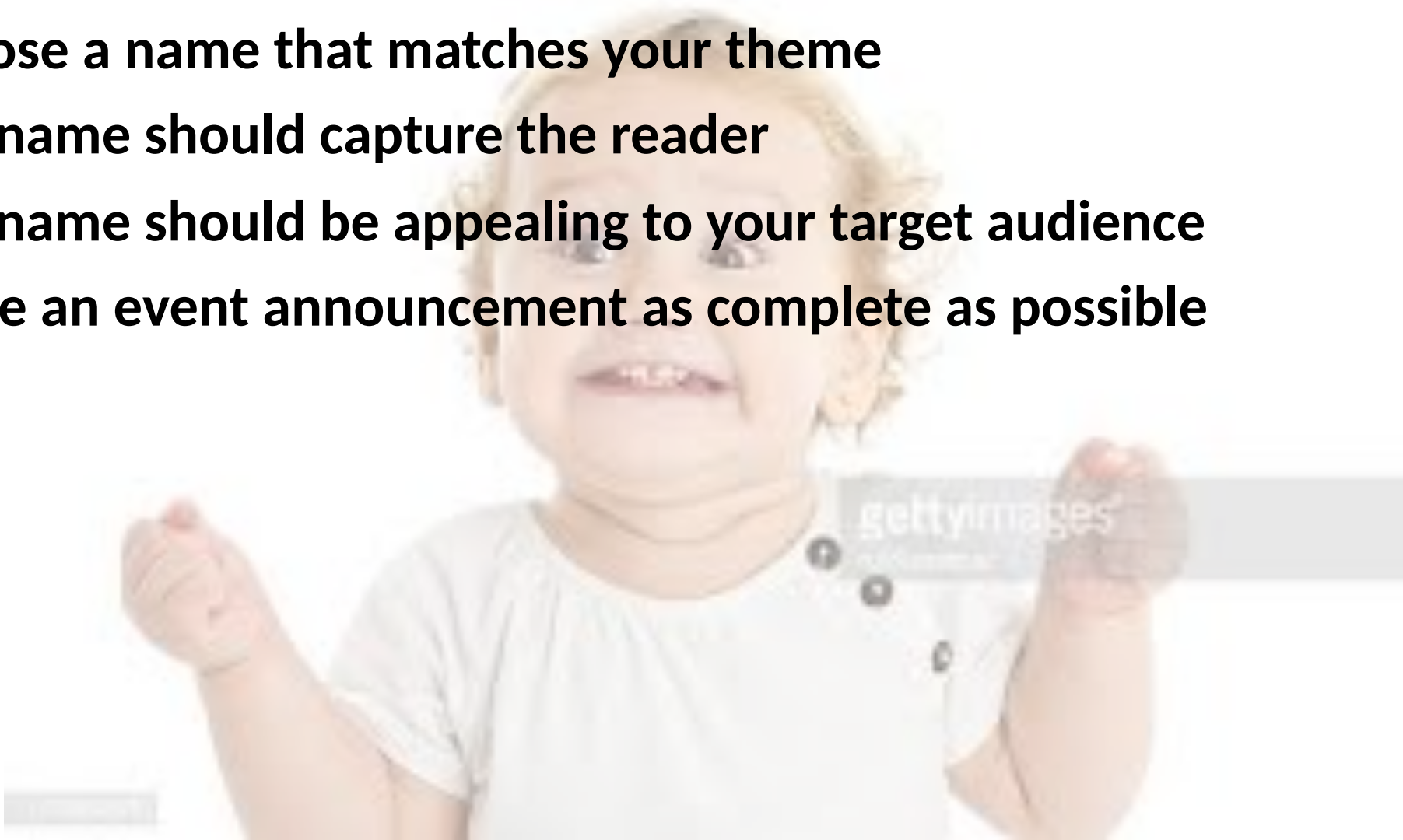
- Event budget form
- Build a troll sheet

Revised - 07/2010					
<b>THE SOCIETY FOR CREATIVE ANACHRONISM, INC.</b>					
EVENT BUDGET WORKSHEET					
Branch:	Carillion	Event Name:	Ghost's Ghouls & Goblins: The great Old Ones		
Autocrat:	Randy Plungis	Head troll:			
Event Location:	Quail Hill	Event Date:	10/09/20-10/12/20		
<b>INCOME</b>					
INCOME Fee Type	(A) Est. Advance Attendees	(B) Est. At-the door Attendees	(C) Advance Fee \$\$	(D) At-the-door Fee \$\$	Estimated Income (A*C)+(B*D)
Adult Site	20	80	\$13.00	\$16.00	1540.00
Child Site	2	10	\$5.00	\$6.00	70.00
Feast Adult	15	31	\$10.00	\$12.00	522.00
Feast Child	5	5	\$5.00	\$6.00	55.00
Camp Fee Adult	10	20	\$5.00	\$5.00	150.00
Camp fee Child	5	5	\$3.00	\$3.00	30.00
Cabin Fee	10			5	50.00
Family Cap	3			70	210.00
<b>TOTAL ESTIMATED INCOME</b>					<b>\$2,627.00</b>
<b>Expenses</b>					
			Event-Related	TOTAL	
Advertising					
Archery					400.00
Fees and Honoraria					
Food (cost of Feast supplies)			9 X 56		504.00
Food (cost of Dayboard supplies)			5.00 X 110		550.00
General supplies (tokens, awards, decorations, etc.)					150.00
Insurance (Non-SCA, report SCA insurance below)					
Occupancy and Site Charges					1000.00
Postage, Shipping, PO Box rental					
Printing and Publications					
Telephone					
Travel (Non-local Gas, Tolls, Airfare)					
Children's activities					25.00
Other Expenses (itemize on back)					
<b>Subtotal</b>					<b>\$2,629.00</b>
Donations to Other 501(C)(3) [Nonprofit] Organizations			(Itemize on back)		
Moved to another		(Itemize on back)	WITHIN KINGDOM		
SCA Account		(Itemize on back)	OUTSIDE KINGDOM		
<b>TOTAL ESTIMATED EXPENSES</b>					<b>\$2,629.00</b>
<b>ADJUSTED EXPENSES (TOTAL ESTIMATED EXPENSES * 1.1)</b>					<b>\$2,891.90</b>
<b>ESTIMATED PROFIT (TOTAL ESTIMATED INCOME - ADJUSTED EXPENSES)</b>					<b>\$253.00</b>
APPROVED:					
Seneschal or Autocrat:		Exchequer:		Date:	



# Name and Theme for your event

- Choose a name that matches your theme
- The name should capture the reader
- The name should be appealing to your target audience
- Write an event announcement as complete as possible





# Choosing a location for your event

- Your location needs to be on cost range of your budget
- Be aware of drinking status – DRY, Discreetly Damp, WET, Pay Bar
- Make sure you have a contract properly executed for the site
- Review in detail kitchen usage rules
- Establish cleanup requirements and if a cleaning deposit is required
- Insure the site has adequate parking facilities
- Verify facility rooms and acceptable usage
- Establish contacts for site with precise meeting times and phone #



# Budgeting your event

- Site fees
- Dayboard cost
- Feast cost
- Printing or copying cost
- Event tokens
- Porta castle
- Prizes
- Trash bags
- Heavy needs
- Youth needs
- Archery needs
- Throwing weapon needs
- Fencing needs
- A&S needs
- Equestrian needs





# Staffing your event



- Feast staff
- Dayboard Staff
- Troll staff
- Site cleanup
  - Feast and Kitchen
  - Dayboard and Kitchen
  - Building internal
  - External properties
  - Direction sign retrieval
- Heavy MIC
- Fencing MIC
- Archery MIC
- Throwing weapons MIC
- Royalty Liason for RPs
  - Excellency coordinator
  - Scheduler
- Event Runner / Cry Herald



# Troll Paperwork

- Determine what columns are needed
  - It can be useful to have different payment types in there own column
  - Put names in the same order as they appear on the blue card
  - NMR is a must have
  - Special charges should have their own column
- Each column should have a row for totals at the bottom
- Each sheet should have a sheet # of #
- Stamps !
  - The rubber type !

Bellringers - Barony of Carillion									
11-Feb-17									
	SCA Name	Modern Name	SCA Member #	NMS Waiver	NMS- \$5	M	Site Fee \$15	Total Cash	Total Check
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
	Page #	of	Pages - Troll Person ID =	Page totals:					
	Notes:								
For checks they are be payable to: SCA NJ, Inc - Barony of Carillion									



# How to make your Exchequer happy

- **Get your NMR form and check in on time**
  - The form can be filled out at the event and emailed right away
    - This is where good troll sheets will be of benefit
  - The form and check should be mailed ASAP, don't wait
- **Get all of your receipts in hand**
  - Budgeted staff should turn in receipts at the event
    - Separate receipts based on budgeted items
    - Missing receipts are the major reason for late event reports
  - Complete an event report – if it does not balance work with your Exchequer



# Review and Discussion

- This is where we all fight on the right ways to do things.
- Share experience and lessons learned
- **NO SHARP IMPLEMENTS FOR CONVINCING THE ATTENDEES**

