

## **Outline of Process of Autocratting**

- I. New Events follow A and B; established events skip to II.
  - A. Come up with the idea for an event
  - B. Submit EVENT IDEA FORM (Page 2) to Seneschal. This should be done at least one week before the next business meeting to allow for seneschal to go over proposal and converse with officers about it.
- II. Determine the specifics about the event using the EVENT PROPOSAL FORM (Page 3). Submit this form to the Seneschal according to the Autocratting section of the Caer Adamant Bylaws.
  - A. The EVENT PROPOSAL FORM must first be reviewed by the Officers.
  - B. The Seneschal is responsible for posting a message at least one week before the monthly Business Meeting that the event proposals will be discussed and voted on by the populace.
- III. Discuss the event at a business meeting. From this point onward the autocrat(s) will be expected to attend all business meetings until the event.
- IV. Discussion and approval of event at a business meeting.
- V. Submission of Event Announcement to Pikestaff with 30 days of the approval by the Populace. The announcement will contain the date of the event, location of the site with directions, all required fees, and a phone number for information.
- VI. Organize details about the event.
- VII. Run the event.
- VIII. Meet with the exchequer within fifteen days of the event conclusion to process EVENT REPORT FORM
- IX. Hold post-mortem at a business meeting. Discuss the pros and cons of the event, what was good and what could be improved.

**EVENT IDEA FORM**

For New Events Only

Must Be Approved Before Event Proposal Form Submitted \*

**Organization**

Autocrat \_\_\_\_\_  
Deputy Autocrat \_\_\_\_\_  
Tentative Name \_\_\_\_\_

Level of event (Kingdom, RP, local) \_\_\_\_\_  
Type of event \_\_\_\_\_  
(i.e. fighting, camping, college, etc.) \_\_\_\_\_

Tentative dates \_\_\_\_\_  
Theme for the event \_\_\_\_\_  
Possible Sites (and costs if possible) \_\_\_\_\_

Estimated expected attendance \_\_\_\_\_

**Activities**

<input type="checkbox"/>	Fighting	<input type="checkbox"/>	Archery	<input type="checkbox"/>	Games	<input type="checkbox"/>	Classes
<input type="checkbox"/>	Heraldry Consulting	<input type="checkbox"/>	Dancing	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	Quest
<input type="checkbox"/>	Equestrian	<input type="checkbox"/>	Thrown Weapons	<input type="checkbox"/>	Children's	<input type="checkbox"/>	Bardic
<input type="checkbox"/>	Court	<input type="checkbox"/>	A&S display	<input type="checkbox"/>	A&S Competition	<input type="checkbox"/>	Fundraisers
<input type="checkbox"/>	Tournament	<input type="checkbox"/>	Youth Combat				

Other/Details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Food**

<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Dayboard	<input type="checkbox"/>	Sit-down Feast	<input type="checkbox"/>	Day-long Feast
<input type="checkbox"/>	Potluck	<input type="checkbox"/>	None				

Cook (if known) \_\_\_\_\_

**Money**

Estimated Total Expenses \_\_\_\_\_  
Estimated Entrance Fees \_\_\_\_\_  
Estimated Feast Fee \_\_\_\_\_

\* Submit form to Seneschal no later than 1 week prior to Shire Business Meeting, at least 9 months before the planned date of the event.

**EVENT PROPOSAL FORM**

All Events \*

**PART I: Event Announcement Submission Information**

Name of Event \_\_\_\_\_  
Dates \_\_\_\_\_  
Site Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Description – Please attach.  
Directions – Please attach.

Site opens at \_\_\_\_\_ And closes at \_\_\_\_\_

Site Fees \_\_\_\_\_

Reservation Deadline \_\_\_\_\_

Feast Fees \_\_\_\_\_  
\_\_\_\_\_

Reservations – Send to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Autocrat Contact Info \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deputy Autocrat  
Contact Info \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Contact Info \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Website for Event \_\_\_\_\_

\* Submit to Seneschal by the 1<sup>st</sup> of the month, 8 months prior to the event.

**PART II: Staff**

Autocrat \_\_\_\_\_  
Deputy Autocrat \_\_\_\_\_

Head Cook \_\_\_\_\_  
Head Troll \_\_\_\_\_  
Security \_\_\_\_\_

Site Coordinator \_\_\_\_\_  
Merchant Coordinator \_\_\_\_\_

Marshal In Charge \_\_\_\_\_  
Minister of Lists \_\_\_\_\_  
Youth Combat Marshal \_\_\_\_\_  
Waterbearing \_\_\_\_\_

Fencing Marshal \_\_\_\_\_  
Archery Marshal \_\_\_\_\_  
Thrown Weapons Marshal \_\_\_\_\_

Children's Activities \_\_\_\_\_  
Arts and Sciences \_\_\_\_\_  
Chirurgion in Charge \_\_\_\_\_

Set-up \_\_\_\_\_  
Clean-up \_\_\_\_\_

Hospitality \_\_\_\_\_  
(gold key, newcomers, etc.) \_\_\_\_\_  
Royal Liaison \_\_\_\_\_  
Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part III: Activities**

List and/or Describe specific activities (i.e. tournament styles) that will occur during the event.

**Marshaled:**

- Rattan \_\_\_\_\_
- Fencing \_\_\_\_\_
- Archery \_\_\_\_\_
- Thrown Weapons \_\_\_\_\_
- Youth \_\_\_\_\_
- Other \_\_\_\_\_

**Arts and Sciences:**

- Competitions \_\_\_\_\_
- Displays \_\_\_\_\_
- Classes \_\_\_\_\_
- Bardic & Entertainment \_\_\_\_\_
- Other \_\_\_\_\_

**Miscellaneous:**

- Children's \_\_\_\_\_
- Fundraisers \_\_\_\_\_
- Other \_\_\_\_\_

**PART IV: Financial**

<b>Income</b>
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**Site Fees:**

Day				
Adult (pre-reg)	_____	(at door)	_____	
Child (pre-reg)	_____	(at door)	_____	
Weekend				
Adult (pre-reg)	_____	(at door)	_____	
Child (pre-reg)	_____	(at door)	_____	

**Feast Fees:**

Dayboard				
Adult	_____	Child	_____	
Feast				
Adult	_____	Child	_____	

**Merchant Fees:**

**Other:**

<b>Expenses</b>
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Site Cost				
Feast Budget:	_____	Seats @	_____	= _____
Dayboard:	_____	People @	_____	= _____
Dayboard 2:	_____	People @	_____	= _____
Other:	_____	People @	_____	= _____
Port-a-johns	_____	A&S	_____	
Fliers	_____	Prizes	_____	
Tokens	_____	Fire	_____	
Archery	_____	Site Improvements	_____	
Fighting	_____	Children's Activities	_____	
Other Activities	_____			
Miscellaneous	_____			
Other	_____			
Other	_____			
Other	_____			
Other	_____			

