

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 1st 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:

<input type="checkbox"/>	Rattan	_____
<input type="checkbox"/>	Fencing	_____
<input type="checkbox"/>	Archery	_____
<input type="checkbox"/>	Thrown Weapons	_____
<input type="checkbox"/>	Youth	_____
<input type="checkbox"/>	Other	_____

Arts and Sciences:

<input type="checkbox"/>	Competitions	_____
<input type="checkbox"/>	Displays	_____
<input type="checkbox"/>	Classes	_____
<input type="checkbox"/>	Bardic & Entertainment	_____
<input type="checkbox"/>	Other	_____

Miscellaneous:

<input type="checkbox"/>	Children's	_____
<input type="checkbox"/>	Fundraisers	_____
<input type="checkbox"/>	Other	_____

PART IV: Financial

Income

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:

Expenses

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	_____			

