

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

Chirurgeon 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.

Marshalled:

<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	_____		

PART V: Miscellaneous

Site Questions:

Pets allowed?	
Alcohol restrictions?	
Handicapped Accessible?	
Water usable on site?	
Showers on site?	
Trash removal?	
Candles/open flames?	
Insurance forms needed?	

PART VI: Other Important Notes

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.