



DATE RESERVATION/ EVENT INFORMATION

Unless you are in a Principality, send completed forms to the current Kingdom Calendar at calendar@antir.sca.org

Branches in Principalities: Use the Principality DRF/EIF form and send to Principality Calendar
Do NOT send this form to the Crier

DATE RESERVATION FORM (DRF): FILL OUT SECTION A ONLY

To reserve a date before all event information is known (i.e., event steward, site information). Must be signed or box checked by the **warranted** Seneschal of the sponsoring branch.

EVENT INFORMATION FORM (EIF): FILL OUT SECTIONS A AND B

This is the official registration of your event. Crier event copy (if applicable for this event) **cannot** be submitted to the Crier without this completed form. Section A must be signed or box checked by the **warranted** Seneschal of the sponsoring branch; section B must be signed or box checked by the Event Steward, Ithra Chancellor or Guild Director (must be an SCA member). Forms can be sent by regular mail, fax, scan to pdf and emailed as attachment, or as a filled and saved pdf attachment.

Event Information Forms (EIFs - sections A **and** B), **barring unforeseen and unusual circumstances**, should be in the hands of the Kingdom (or Principality) Calendar **no less than three (3) months before an event is to take place.**

A	NAME OF EVENT	DATE FROM (MM / DD / YYYY)	DATE TO (MM / DD / YYYY)	
	BRANCH RESPONSIBLE	INCIPIENT BRANCH OR WHERE EVENT WILL BE HELD (IF NOT BRANCH RESPONSIBLE)		
	EVENT LEVEL (NOTE: NON-MEMBER REGISTRATION (NMR) FEE APPLIES TO ALL LEVELS OF EVENTS)	IF LEVEL 1, DO YOU WAIVE THE CONFLICT ZONE FOR THIS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	<input type="checkbox"/> LEVEL 1 - LIMITED CONFLICT (FORMERLY KNOWN AS TIER 1)	LIST BRANCHES YOU WOULD ALLOW TO CONFLICT WITH YOUR LEVEL 1 EVENT		
	<ul style="list-style-type: none"> • CROWN EVENTS (Crown Tournaments and Coronations) • CORONET EVENTS (Principality Coronet Tournaments and Investitures) • KINGDOM EVENTS (Kingdom A&S and Bardic events, An Tir/West War, Crown Council) • PRINCIPALITY LEVEL EVENTS (Quad War, Avacal/Tir Righ War) • OTHER EVENTS (branch primary events of regional or Kingdom interest) 	MORE INFO: http://www.antir.sca.org/Offices/Seneschalate/CalendarPolicyJan2010.pdf		
	<input type="checkbox"/> LEVEL 2 - OPEN CONFLICT (FORMERLY KNOWN AS TIER 2)	WARRANTED SENESCHAL OF BRANCH RESPONSIBLE (LEGAL NAME)		
	• BRANCH EVENTS (no Kingdom or Principality business is expected to be conducted)	CITY	PROV/STATE	POSTAL/ZIP CODE
	WARRANTED SENESCHAL OF BRANCH RESPONSIBLE (SCA NAME)	CONTACT NUMBER(S) (INCLUDE AREA CODE)		
	ADDRESS OF SENESCHAL	MODERN SIGNATURE OF WARRANTED SENESCHAL OF SPONSORING BRANCH		
	EMAIL ADDRESS	FOR USE WITH ATTACHMENT TO EMAIL SUBMISSION ONLY OR <input type="checkbox"/> BY CHECKING THIS BOX YOU AFFIRM THAT YOU ARE THE WARRANTED SENESCHAL OF THE SPONSORING BRANCH AND YOU ACKNOWLEDGE THAT YOU TAKE RESPONSIBILITY FOR THIS EVENT IN THE SAME MANNER AS IF YOU HAD SIGNED THIS FORM.		

B	SITE NAME	TIME EVENT STARTS	TIME EVENT ENDS
	COMPLETE SITE ADDRESS (ENTER "NSA" IF THERE IS NO STREET ADDRESS FOR THIS SITE)	CITY	PROV/STATE
			POSTAL/ZIP CODE
	EVENT STEWARD, ITHRA CHANCELLOR, OR GUILD DIRECTOR (SCA NAME)	EVENT STEWARD, ITHRA CHANCELLOR, OR GUILD DIRECTOR (LEGAL NAME)	
	ADDRESS OF EVENT STEWARD	CITY	PROV/STATE
			POSTAL/ZIP CODE
	DO YOU GIVE PERMISSION TO PLACE YOUR NAME, ADDRESS, PHONE NUMBER, AND EMAIL ON A WEB PAGE (KINGDOM, PRINCIPALITY OR OTHER BRANCHES)? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, CAN YOUR SCA NAME AND EMAIL ONLY BE PUBLISHED ON ONE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	EVENT STEWARD CONTACT NUMBER(S) (INCLUDE AREA CODE)	EMAIL ADDRESS	
	<input type="checkbox"/> PUBLISH <input type="checkbox"/> CALENDAR CONTACT ONLY <input type="checkbox"/> PUBLISH <input type="checkbox"/> CALENDAR CONTACT ONLY	SCA MEMBERSHIP NUMBER	SCA MEMBERSHIP EXPIRES (DATE)
	EVENT WEBSITE ADDRESS (IF APPLICABLE)	MODERN SIGNATURE OF EVENT STEWARD, ITHRA CHANCELLOR OR GUILD DIRECTOR	
	FOR USE WITH ATTACHMENT TO EMAIL SUBMISSION ONLY OR <input type="checkbox"/> BY CHECKING THIS BOX YOU AFFIRM THAT YOU ARE THE EVENT STEWARD, ITHRA CHANCELLOR OR GUILD DIRECTOR FOR THIS EVENT AND YOU ACKNOWLEDGE THAT YOU TAKE RESPONSIBILITY FOR THIS EVENT IN THE SAME MANNER AS IF YOU HAD SIGNED THIS FORM.		

See Corpora II.A – II.D for reference regarding individuals in charge of events and the rules around event. Corpora can be found at: <http://www.sca.org/docs/govdocs.pdf>