

# ANTIR CALENDAR PROCEDURES – Jan 2012

## From Kingdom Law

### ARTICLE V. EVENTS

#### Article V. A. Events in An Tir

- 1) All events must be sponsored by a full-status branch of the Kingdom, registered with the seneschal of the sponsoring branch, publicized to the membership of that branch and conducted according to Society rules and Kingdom law.
- 2) Any branch holding an event on lands not within their own designated borders must receive written permission from the An Tir representative of those lands or sites before holding an event there.
  - a) Written permission **MUST** be obtained to pursue those lands or sites for an event. If permission is denied you may appeal the decision to the Crown.
  - b) Baronies do not need to seek permission to utilize lands within their boundaries, which includes those of their Cantons.
- 3) All events must be registered with the Kingdom Calendar by using the most current Event Information Form.
  - a) Event Information Forms (EIFs), 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.
- 3) All branches shall place at least one event per calendar year on the Kingdom calendar with complete copy appearing in *The Crier*.
- 4) Dates for events shall be assigned after conflict issues are resolved.
- 5) Formal actions and announcements with long-term impact on the Kingdom may only occur at events which have had copy published in *The Crier*. These include:
  - a) Crown and Coronet Lists.
  - b) Coronations and Investiture.
  - c) Appointment of Principality and Kingdom officers.
  - d) Presentation of awards and titles.
  - e) Proclamations of law.
  - f) Establishment or advancement of branches.

**The following are the procedures for submitting DRFs and EIFs to be placed on the Kingdom Calendar.**

**FORMS**

The form to register your event on the Kingdom Calendar (and Principality Calendar) is the combination Date Reservation/Event Information Forms. All current forms can be found on the Kingdom and Principality web sites.

<http://www.antir.sca.org/Pubs/forms/> , <http://www.avacal-sca.org/events.htm> ,  
<http://summits.antir.sca.org/forms.php> , <http://www.tirrigh.org/library/forms/>

If you are registering and reserving your date only, then only Section A needs to be filled out. If you are registering, reserving your date and submitting your event information then both sections A and B need to be filled out.

Branches in a Principality must use the current appropriate Principality Date Reservation/Event Information Form and must be submitted to your Principality Calendar Deputy. Please see your current Crier, Principality Newsletter (or Principality web site <http://www.avacal-sca.org/officer/senesc.htm> , <http://summits.antir.sca.org/officers.php> , <http://www.tirrigh.org/officers/>) for contact information.

All other Branches must use the current Kingdom Date Reservation/Event Information Form and must submit their forms directly to the Kingdom Calendar Deputy. Please see your current Crier (or Kingdom web site <http://www.antir.sca.org/Offices/index.php>) for contact information.

All forms must be filled out completely and legibly. Incomplete or illegible forms will be returned for correction. Forms can be filled out online and saved, downloaded and filled out at a later date on your computer or printed out and hand filled out. It is preferred that all forms be filled out using a computer to aid in legibility.

***Please check your event dates for conflicts with other branches using the online Kingdom Calendar <http://www.antir.sca.org/Upcoming/> (or most Recent Crier) prior to submitting the forms.***

**SECTION A - DATE RESERVATION FORM (DRF)**

If you are only reserving your date, only section A needs to be filed out. The DRF places your Event and its date on the Kingdom (and Principality) Calendar. It also indicates if your event will be a Level 1 (Limited, No Conflicts Allowed) or a Level 2 (Open, All Conflicts Allowed) event. The DRF does **not** allow copy to be placed in the Crier.

## **SECTION B – EVENT INFORMATION FORM (EIF)**

If you are submitting event information, both Sections A and B must be filled out. The EIF completely registers your event and the date on the Kingdom (and Principality) Calendar. Once any conflict issues are resolved the EIF the event will be placed on the calendar and allows copy to be placed in the Crier.

## **HOW TO SUBMIT AND SIGNATURES**

Forms can be mailed, hand delivered or electronically submitted (e-mailed) to the appropriate Calendar Deputy.

Mailed or hand delivered forms must have original signatures of the Branch Seneschal and Autocrat/Steward.

Electronically submitted forms can be copies of originally signed documents or digitally signed documents.

Please keep a copy of all forms submitted for your records.

## **WHEN SUBMISSIONS ARE ACCEPTED AND DEADLINES**

### **KINGDOM LAW**

a) Event Information Forms (EIFs), 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

Both the DRF and EIF may be submitted up to two years in advance of an event date with the following exceptions.

Once a Crown, Kingdom and Principality event has been awarded to a Branch, the DRF must be submitted and the EIF can be submitted. For a Crown, Kingdom or Principality Event, the EIF **must** be submitted 3 months in advance of the event.

**All DRFs and EIFs must be received by the 15<sup>th</sup> of the month to insure processing for the next Crier deadline of the 28<sup>th</sup> of the month.** If the DRF/EIF is received after the 15<sup>th</sup>, there is no guarantee your copy will be placed in the next issue of the Crier.

For regular annual events, it is highly recommended the next DRF be submitted at least at the same time as the final Event report to your Branch.

For Branches in a Principality, your Principality procedures will take precedence.

## **QUESTIONS AND HELP**

The Kingdom Calendar Deputy as well as all Principality Calendar Deputies are here to help you with any questions you may have. We can help you search for conflicts with other branches, help with filling out your form or any other question. Please do not hesitate to ask. We are available by phone, e-mail or regular mail. Please see the current Crier, Principality Newsletters (and web sites <http://www.antir.sca.org/Offices/index.php> , <http://www.avacal-sca.org/officer/senesc.htm> , <http://summits.antir.sca.org/officers.php> , <http://www.tirrigh.org/officers/>) for contact information.

When contacting the Calendar Deputies it would be helpful that you include

Your SCA Name

Your Branch

Your Office or if you are the Autocrat/Steward

The event you are referring to

The dates of the event

This information will help us in helping you. Please remember the Kingdom Calendar Deputy is working with all the branches in the Kingdom and the Principality Calendar Deputies are working with all Branches in their Principality.