

ANTIR CALENDAR PROCEDURES – Jan 2018

From Kingdom Law

(highlighted sections are to be added to 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.
 - c) Cantons shall keep the Baronial Seneschal and Baron and Baroness informed of their upcoming events, and work with the Baronial Seneschal to schedule events that work for both the barony and the canton.
- 3) All events must be registered with the Kingdom Calendar by using the most current Event Information Form or via the online form.
 - a) Event Information Forms (EIFs), barring unforeseen and unusual circumstances, should be submitted to the Kingdom (or Principality) Calendar no less than three (3) months before an event is to take place.
- 4) All branches shall place at least one event per calendar year on the Kingdom calendar with complete copy appearing in The Crier. Branches can have ALL of their events have copy in the Crier if they choose, but at a minimum they must have at least one.
- 5) Dates for events shall be assigned after conflict issues are resolved.
- 6) 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 web site, under Calendar in the Event Steward section.

<http://www.antir.sca.org/Pubs/forms/#eventsteward>

NEW: there is now an online submittable form that can be used instead of the pdf. It is located with the other DRF/EIF forms.

NOTE ON PDFs: Fillable PDF forms do not always work well within a browser (IE, Firefox, Chrome, Safari). Most browsers do not render pdf fill fields well – and there are different issues with each browser. You are advised to download the form to your computer, open it from within the free Adobe Reader app, and fill and save from there.

If you are registering and reserving your date only, then only Section A needs to be filled out. The form with Section B filled out can be submitted later when you have your event steward and event site in place. When you have that information in place, Section B needs to be filled out in order to be able to send copy to the Crier and receive the link to allow copy to be placed on the online Calendar.

Branches in a Principality must use the current appropriate Principality Date Reservation/Event Information Form and must be submitted to your Principality Calendar Deputy. Calendar Deputies are available by email; if you would like to talk on the phone or communicate another way let them know in the email.

An Tir: calendar@antir.org

Summits: summitscalendar@antir.org

Tir Righ: calendar@tirrigh.org

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.

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 filled 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 alone 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.

ONLINE FORM

In lieu of the PDF form, the same information can be submitted to the calendar via the online found on the An Tir Forms page:

<http://www.antir.sca.org/Pubs/forms/#eventsteward>

HOW TO SUBMIT PDF FORMS

Forms can be mailed, hand delivered or emailed to the appropriate Calendar Deputy. Mailed or hand delivered forms must have original signatures of the Branch Seneschal and Event Steward, whereas emailed pdf forms can be sent once the appropriate checkbox is ticked.

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

WHEN SUBMISSIONS ARE ACCEPTED AND DEADLINES

Kingdom Law says: “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 15th of the month to insure processing for the next Crier deadline of the 28th of the month. If the DRF/EIF is received after the 15th, 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 email; if you would like to talk on the phone or communicate another way let us know.

An Tir: calendar@antir.org

Summits: summitscalendar@antir.org

Tir Righ: calendar@tirrigh.org

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

- Your SCA Name
- Your Branch
- Your Office or connection to the event (i.e. event 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 Calendars Deputies are working with all Branches in their Principality.