



DATE RESERVATION/ EVENT INFORMATION

Unless you are in a Principality, send completed forms to the current Kingdom Calendar at calendar@antir.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 (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 (CRIER COPY REQUIRED)	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/QR, Collegium/Bardic, ATWW War, Crown Councils, K. Feast) • PRINCIPALITY LEVEL EVENTS (Avacal/Tir Righ War, Principality A&S) • OTHER EVENTS (branch primary events of regional or Kingdom interest) 	MORE INFO: http://www.antir.sca.org/Offices/Seneschalate/ResourceDocs/CalendarPolicy.pdf	
	<input type="checkbox"/> LEVEL 2 - OPEN CONFLICT (CRIER COPY OPTIONAL)	WARRANTED SENESCHAL OF BRANCH RESPONSIBLE (LEGAL NAME)	
	• BRANCH EVENTS (Kingdom or Principality business CAN be conducted if copy is in Crier)	WARRANTED SENESCHAL OF BRANCH RESPONSIBLE (LEGAL NAME)	
	WARRANTED SENESCHAL OF BRANCH RESPONSIBLE (SCA NAME)	PRIMARY CONTACT NUMBER (INCLUDE AREA CODE)	
	EMAIL ADDRESS OF SENESCHAL	SECONDARY CONTACT NUMBER, IF APPLICABLE (INCLUDE AREA CODE)	
	FACEBOOK NAME OF SENESCHAL	MODERN SIGNATURE OF WARRANTED SENESCHAL OF SPONSORING BRANCH	
OR <input type="checkbox"/>		FOR USE WITH ATTACHMENT TO EMAIL SUBMISSION ONLY	
		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 (SCA NAME)	EVENT STEWARD (LEGAL NAME)		
	NOTE: KINGDOM POLICY - THE EVENT STEWARD'S NAME, EMAIL ADDRESS AND CONTACT PHONE NUMBER WILL BE PUBLISHED.	SCA MEMBERSHIP NUMBER	SCA MEMBERSHIP EXPIRES (DATE)	
		EVENT STEWARD EMAIL ADDRESS	EVENT STEWARD EMAIL CONTACT PHONE NUMBER	
	EVENT WEBSITE ADDRESS (IF APPLICABLE)	MODERN SIGNATURE OF EVENT STEWARD		
	OR <input type="checkbox"/>		FOR USE WITH ATTACHMENT TO EMAIL SUBMISSION ONLY	
			BY CHECKING THIS BOX YOU AFFIRM THAT YOU ARE THE EVENT STEWARD FOR THIS EVENT AND YOU ACKNOWLEDGE THAT YOU TAKE RESPONSIBILITY FOR THIS EVENT IN THE SAME MANNER AS IF YOU HAD SIGNED THIS FORM.	

THIS FORM: Send this form to calendar@antir.org. Do not send Crier copy to the Calendar Deputy.

EVENT COPY FOR THE CRIER NEWSLETTER: Send event copy to the Crier Editor at criereditor@antir.org. Do not send THIS form to the Crier Editor.

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/pdf/govdocs.pdf>