



Principality of the Summits

DATE RESERVATION/ EVENT INFORMATION

Please type, or print legibly and fill out completely
Send completed forms to the Summits Calendar Deputy
(consult your current Echoes, Crier or <http://summits.antir.sca.org/officers.php>)
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 Principality Calendar **no less that 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) <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) 		LIST BRANCHES YOU WOULD ALLOW TO CONFLICT WITH YOUR LEVEL 1 EVENT			
	<input type="checkbox"/> LEVEL 2 - OPEN CONFLICT (FORMERLY KNOWN AS TIER 2) <ul style="list-style-type: none"> • BRANCH EVENTS (no Kingdom or Principality business is expected to be conducted) 		MORE INFO: http://www.antir.sca.org/Offices/Seneschalate/CalendarPolicyJan2010.pdf			
	WARRANTED SENESCHAL OF BRANCH RESPONSIBLE (SCA NAME)		WARRANTED SENESCHAL OF BRANCH RESPONSIBLE (LEGAL NAME)			
	ADDRESS OF SENESCHAL		CITY	PROV/STATE	POSTAL/ZIP CODE	
	EMAIL ADDRESS		CONTACT NUMBER(S) (INCLUDE AREA CODE)			
	MODERN SIGNATURE OF WARRANTED SENESCHAL OF SPONSORING BRANCH		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>