SCA Ltd ~ Shire of Adora
Event Proposal

Steward Details:

SCA Name:	
Legal Name:	
Member Number:	**Expiry Date:**
Phone:	
Email:	

Seneschal and Group Details:

Seneschal's SCA Name:	
Seneschal's Legal Name:	
Group Hosting this Event:	
Group Sponsoring this Event: (*if different from host group*)	

Part 1: Event Details

Link to "Lochac Online Event Form": *https://seneschaldb.lochac.sca.org/event/new*

Event Name:	

Start Date* and Time:	
Set-up time:	
Finish Date* and Time:	
Pack-down period:	

*Please include day names, e.g. "Friday".

Event Location(s):	
Event Type: *Feast / Ball / War / Tournament / Collegium / Crown Tournament / Coronation / Variety/Festival / Other (please describe)*	

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Event Description/Details (As will be advertised in Announce/Pegasus):

Public Event Timetable:

Please include all relevant details such as: set-up periods or armour inspections; start/end times for tournaments, activities, classes, dance practise; food service times, dance sets, hall opening/closing times, etc.

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Further Event Information (NOT advertised):

Examples include: details about pre-set up activities, decorations, pre-cooking plans, details of marshal activities, A&S activities, kids' activities, other activities; advertising and communication plan, whether using a website and/or Facebook, etc.

Steward's Private Event Timetable:

Further scheduling details relevant only to the Stewarding Team:

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Event Pricing:

Stewards are encouraged, but not required, to offer half-price tickets for children 12 and under, and free admission for children under 5, where applicable.

PRICING STRUCTURE EXAMPLE:

Adults (18 and over)	**Child (<5): FREE**
Child (12 to <18)	**Family Rate**
Child (6 to <12)	(Family rate is for 2 adults and their non-adult dependents)

Advertised Event Prices:

Non-members add $10 per adult, or $5 per person under 18.

Non-Advertised Event Prices:

(Additional pricing information, or alternative rates which may be offered at the steward's discretion to specific classes of people, e.g., free entry, first event rate, hardship rate, collegians rate, musicians' rate, etc.)

Booking Details:

Please include details about bookings and payments as well as cancellations and refunds. Examples of possible wording choices for this section are provided below.

Participants are reminded that they must be vaccinated, and if they are unwell or showing cold or flu-like symptoms, they must not attend.

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WORDING EXAMPLES:

Bookings are required and all payments must be made by EFT before [DATE].
Bookings are required by [DATE]. We prefer payments made by EFT by this date but contact the booking officers if alternate arrangements need to be made.
Bookings are requested by [DATE], though it is possible to attend on the day.
Bookings are required by [DATE], though it is possible to pay on the day.
Upon receipt of your booking request, we will send the details to make an EFT payment.
Payments may be made by EFT or cash at the event.
If you book and do not cancel by [DATE], payment for the event is still required as your attendance has been catered for.
Bookings and payment arrangements made after [DATE] may be considered for first time SCA attendees.
Late bookings may be made, but payment information must be shown for attendance.
If you find you cannot attend the event, please let us know as soon as possible before the event date.
Refunds will be given at any time in cases of emergency, injury, sickness or Covid-like symptoms. For any other reason, a refund will be arranged if you let us know by the booking date.
If you let us know by the event date, a refund will be arranged.
No bookings are required.

FOR REFERENCE – Shire of Adora Bank Details:

These may be included in the event notice above OR provided in booking email replies.

BSB: **034 054** (Westpac Branch Stafford QLD)
Account No: **278 329**
Account Name: **SCA Ltd Adora**

Contact for Bookings:

Please ensure your Bookings Officer has access to Adora's bookings email account, if using. Note that if you record bookings in the Stewards Event Report spreadsheet, it can generate pre-filled sign-in forms for your event gate-keeper.

SCA Name:	
Email:	[adorabookings@gmail.com]
Booking link: *(if using a web-form)*	

Date Bookings Close:

Note: Accepting bookings after this date will be at the discretion of the stewarding team.

Attachments:

*Note: You will need to upload a **Lochac Event Risk Assessment** with your online submission. Please also list this attachment below in Part 5 under "Additional Documents".*

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Part 2: Stewarding Team

Stewarding Team Roles:

Consider also adding deputy positions for important roles.

ROLE	SCA NAME	RESPONSIBILITIES

EVENT ROLE EXAMPLES:

ACTIVITY	ROLE
Event sign-in	Gatekeeper
Martial activities	Marshal-in-charge
Armoured combat	Armoured Combat Marshal
Target archery	Archery Marshal
Fencing	Fencing Marshal
Equestrian	Equestrian Marshal
Youth Combat	Youth Combat Marshal
Tournament	List-keeper and/or Herald(s)
High-risk activities or >60 people attending	Event Chirurgeon
Overnight stay	Event Constable
Food service	Feast Steward / Head Cook; extra Cook(s)
Arts and Sciences competitions or classes	Arts and Sciences Coordinator
Dancing	Dance Coordinator
Entertainments	Entertainment Coordinator
Children's activities	Children's Activities Coordinator
Royal attendance	Royal Liaison
Market Stalls	Merchant Coordinator
Significant public attention	Event Chatelaine or Hospitaller
Alcohol service	Tavern-keeper
Large numbers of activities	Timetabler

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Team Member Contact Details:

SCA NAME (+LEGAL NAME)	PHONE	EMAIL ADDRESS

Part 3: Venue Information

Venue Name:	
Address:	

Contact Name:	
Contact Phone:	
Contact Email:	

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GST Registration Information:

The information on whether or not a company is registered for GST determines whether we can expect a Tax Invoice (can claim on GST for hall hire) or otherwise. GST registration can currently be checked at: https://abr.business.gov.au/

Registered Name:	
State / Postcode:	
ABN:	
Registered for GST?	

Schedule of Payments to Venue:

Include bond/security deposit, hire deposit, and hire balance due, plus any other payments to be made, including those required to be made after the event.

If the exact amount is unknown, please describe how the payment amount will be determined (e.g., cost per number of attendees/campers, or the difference between up-front/estimated versus final/actual amounts), or else refer to the document where these details are described.

Payment Type	**Amount**	**Date Payment Due / Other details**
	$	
	$	
	$	
	$	
	$	
	$	
	$	

Total payable prior to event:	$	
Upfront hire cost: *(Total payable prior to event, minus the bond/security deposit)*	$	

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Venue's Payment Details:

Please also submit an appropriate funds request form to the Reeve, depending on the method of payment to be used.

Payment Method: *e.g. Bank transfer, cash advance or reimbursement to Steward who will pay / has paid by credit card*		
Venue Bank Details: *(if using bank transfer)*	*BSB:*	
	Bank/Branch:	
	Account No:	
	Acc Name:	
Payment Reference Information*:		

*Please enter information required by the venue to recognise payments made. If none are provided, the default entered shall be: "SCA Adora <hall/site name> <date of hire>".

Other Venue Information:

Venue Capacity:	
Conditions of Hire:	
'Loss of Bond' Terms:	
Facilities Available:	

Equipment <u>we</u> provide:	
Waste Handling:	
Lighting / Candle-use:	
Site Keys and Alarms:	
Other Details:	

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Part 4: Budget Estimates

A **budget spreadsheet** will help to support your costings in this section. It is highly recommended that you contact the Reeve about your budget prior to submission.

Attendance Estimates:

	ESTIMATED NUMBER	"BREAK-EVEN" NUMBER
Number of Adults:		
Number of Minors:		

Estimate of Incomings and Outgoings:

	ESTIMATED AMOUNT	"BREAK-EVEN" AMOUNT
Total Incomings:	$	$
Total Outgoings:	$	$
Indicative Profit: (**Net** of GST, levies, etc)	**$**	**$**

Breakdown of Expense Estimates (based on Estimated Number/Amount):

It is not necessary to enter every possible expense, just those considered important. Note that all expenditure requires a receipt, or Tax receipt where GST figures are included. You do not need to enter Cost Per Person where there is only a Fixed Cost.

Based on Estimated Attendance	FIXED COST	COST PER PERSON	TOTAL COST
Food cost:	$	$	$
Site cost:	$	$	$
Event tokens:	N/A	$	$
Competition prizes:	$	N/A	$
Miscellaneous:	$	$	$
Contingencies:	$	$	$
All other costs: (Excl. GST, levies, etc)	$	N/A	$
SCA-related event cost:			
Kingdom levies:	N/A	$	$
GST payable*:	$	N/A	$
Total Outgoings:			

*This is an <u>estimate</u> drawn from your budget spreadsheet, and consists of the GST payable out of revenue (event tickets) minus the GST credits from applicable expenses incurred. Please speak to the Reeve if you need help with your budget calculations.

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FOR REFERENCE – SCA Expenses:

(These are current as at 2023)

- **Kingdom levy:** $1 per person, per day (adults 18 years and over)
- **Adult non-member event insurance charge**: $10 per person (18 years and over)
- **Minor non-member event insurance charge**: $5 per person (less than 18 years)

List of Cash Advances (Pre-Payments) Required:

Payments to venue already listed in Part 3 do not need to be repeated here. Please complete a separate "Cash Advance Request" or "Payment Request" form for each of the following pre-payment items.

ITEM*	AMOUNT	COMMENTS / DATE REQUIRED
	$	
	$	
	$	
	$	
	$	

For example, cash float, food purchases, etc

Important Note*: Aside from any cash advances or pre-payments specified above (and also venue hire costs listed in Part 3), it is expected that food and other expenses will be claimed afterwards, with all receipts provided, using a "Reimbursement Request" form.*

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Part 5: Event Approvals

Proposal submitted by:	
Date:	

Additional Documents:

Please upload these files to the DropBox created for the event steward. You may add more rows to this table if required.

	File Name(s):
Risk Assessment	
Budget Spreadsheet	

Council Review:

Shire Meeting Date:	
Issues Raised/Changes Proposed:	
Council Decision:	Proposal (including upfront payments) accepted / denied accepted pending changes accepted pending Reeve review accepted pending Seneschal review

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Further Review (if necessary):

Shire Meeting Date:	
Issues Raised/Changes Proposed:	
Council Decision:	Proposal (including upfront payments) accepted / denied accepted pending changes accepted pending Reeve review accepted pending Seneschal review

Final Event Acceptance:

	LEGAL NAME	DATE
Seneschal:		
Reeve:		

POST-APPROVAL – Steward's Planning Meeting with Reeve:

It is recommended that event stewards meet with the Reeve as soon as possible after the event is approved in order to discuss required paperwork and other details moving forward.

Date:		**Time:**	
Location*:			

*For example, phone call, Discord channel, or a physical location.

Please do not modify this document after council approval has been given. Subsequent changes to event details may be recorded in separate documents, such as the Stewards Event Report, and uploaded to your DropBox folder.