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)* |  |

**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.*

|  |
| --- |
|  |

**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:*

|  |
| --- |
|  |

**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.*

**Advertised Event Prices:**

*You may use these categories, or feel free to modify to suit your event.*

|  |
| --- |
| **Adults (18 and over): $**  **Child (12 to <18): $**  **Child (6 to <12): $**  **Child (<5): $0**  **Family Rate: $**  (Family rate is for 2 adults and their non-adult dependents)  *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.*

|  |
| --- |
| [Insert chosen text here]  Participants are reminded that they must be vaccinated, and if they are unwell or showing cold or flu-like symptoms, they must not attend. |

**WORDING EXAMPLES – PLEASE DELETE TABLE WHEN FINISHED:**

|  |
| --- |
| 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.*

|  |
| --- |
|  |

*\*Please include day names, e.g. “Friday”.*

**Attachments:**

*Note: You will need to upload a* ***Lochac Event Risk Assessment*** *with your online submission. The template to create your risk assessment can be found on the following webpage:* <https://seneschal.lochac.sca.org/events/>

*Please also list this attachment below in Part 5 under “Additional Documents”.*

**Part 2: Stewarding Team**

**Stewarding Team Roles:**

*Please add more rows to the table if required. Consider also adding deputy positions for important roles.*

|  |  |  |
| --- | --- | --- |
| **Role** | **SCA Name** | **Responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**EVENT ROLE EXAMPLES - PLEASE DELETE TABLE WHEN FINISHED:**

|  |  |
| --- | --- |
| **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 |

**Team Member Contact Details:**

*Please add more rows to the table if required.*

|  |  |  |
| --- | --- | --- |
| **SCA Name (+Legal Name)** | **Phone** | **Email Address** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Part 3: Venue Information**

|  |  |
| --- | --- |
| **Venue Name:** |  |
| **Address:** |  |

|  |  |
| --- | --- |
| **Contact Name:** |  |
| **Contact Phone:** |  |
| **Contact Email:** |  |

**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:**

*If there are other types of payments besides those listed, please add additional rows. 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** |
| ***Bond / Security deposit:*** | $ |  |
| ***Hire deposit:*** | $ |  |
| ***Hire balance:*** | $ |  |
| ***Payments due after event:*** | $ | [delete this row if not applicable] |

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

**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:*** |  |
| ***Account 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 we provide:** |  |
| **Waste Handling:** |  |
| **Lighting / Candle-use:** |  |
| **Site Keys and Alarms:** |  |
| **Other Details:** |  |

**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.* ***Please insert more rows as necessary, or delete rows not required****. 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 estimate 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.*

**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** |
| [Cash float] | $ |  |
| [Food purchases] | $ |  |
| [Other] | $ |  |

***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.*

**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 |  |
| Other *(please specify):* |  |

**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 |

**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.*

**Useful Links:**

**Shire of Adora Processes:** https://adora.lochac.sca.org/files/2022/06/Shire-of-Adora-Decision-making-and-Planning-Processes.pdf

**Lochac Event Steward’s Handbook:** <https://seneschal.lochac.sca.org/stewards-handbook/>

**Lochac Constable’s Handbook, Code of Conduct, Sign-in Sheets and Indemnity Forms:** <https://constable.lochac.sca.org/>

***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.***