

# **Society Calendar and Known World Event Policy**

## **I. Society Event Calendar**

The Society Seneschal shall establish a Society Event Calendar. Society-Level Events will be recorded and scheduled via this calendar. The Society Seneschal will appoint a deputy to coordinate the Society Event Calendar, and to coordinate the advertising of event proposal opportunities and information regarding Society Events in Official Publications.

### **A. Contents**

The Society Calendar will include the Society Events scheduled, as well as the proposal due dates for upcoming event opportunities. Events and calls for proposals will not be placed upon the Society Calendar until and unless approved by the Society Seneschal.

### **B. Publishing**

The Society Calendar will be reported to the membership on at least a quarterly basis via the SCA Announcements list and other Society Official Publications. Kingdoms may incorporate events in the Society Calendar into the Kingdom Calendar to save space.

## **II. Society-level Events**

### **A. Definitions**

There are three major types of 'Known World' or Society-level events. These are Society Anniversary Events, Known World Collegia/Symposia, and Known World Summit Meetings. Each one of these events, once approved is a separate project. Each project is not complete until all required reports are completed, received, and approved by the appropriate Society Officers. Local or regional events cannot, by definition, style themselves as Known World Events.

#### **1. Society Anniversary Events**

These events occur at a minimum every ten years and in some cases five years. These events are large-scale events with a general focus, and open to general attendance and participation by both SCA members and non-member participants. Proposals for these events are collected by the Society Seneschal and accepted by the Board of Directors.

## **2. Known World Collegia/Symposia**

Collegia/Symposia are large-scale events focused on specific areas of interest, either artistic, martial, or administrative, and open to general attendance and participation by both SCA members and non-member participants. Proposals for these events are collected by the Society Officer in charge of the focused area of interest. Proposals are accepted by both the Society Seneschal and the Society Officer involved.

## **3. Known World Summit Meetings**

Known World Summit Meetings are those events dedicated to a specific administrative venue and are restricted in attendance to Kingdom Officers, Kingdom level deputies and Society level deputies. Summit meetings are focus groups of officers and/or subject matter experts that get together in person for the purpose of improving the overall issues, efforts and effects of the areas being. These events are not open to the general membership and participants of the SCA. Proposals for these events are collected by the Society Officer in charge of the focused area of interest. Proposals are accepted by the Society Officer involved, and copied to the Society Seneschal for tracking in the Society Event Calendar.

# **B. Solicitation of Proposals**

## **1. Society Anniversary Events**

The Society Seneschal will advise the Board when an anniversary opportunity exists and request a call for proposals be sent to the membership for action. The call for proposals should be submitted to the Board of Directors no less than one year before the date the proposals would be due. The initial due date for event proposals should be no less than eighteen months and not more than twenty-four months before the desired event date

## **2. Collegia/Symposia Events**

Each Society Officer will make a policy regarding how and how often events focused on their joint or several venues are to be solicited, and as to what the content of these events can or cannot be. The subject area sponsor {Society Officer, Deputy Officer, etc} may decide to schedule a symposium and invite the membership to proposal on the same, or a local person, branch, or organization may seek Society Event Sponsorship by proposing the same to the appropriate Society Officer.

### **3. Known World Summit Meetings**

Proposals as such are not solicited for summit meetings, but event plans are prepared by the appropriate Society Officer, and or their project manager for the meeting.

## **C. Proposal Content Requirements For Society**

**Anniversary Events** \*only include those elements appropriate for any given event opportunity.

### **1. Site location**

- a) Full Address, including State/County/Municipality of the site
  - (1) *Contact person at site for questions*
- b) Distance to closest major airport
  - (1) *Shuttle service availability and rates*
  - (2) *Public transportation availability and rates*
- c) Relationship to highway system
- d) Location of closest hospital
  - (1) *EMS response time to site*
  - (2) *Trauma level*
  - (3) *Walk-in clinic or urgent-care center available nearby*
- e) Distance to closest town or city
  - (1) *Grocery stores*
  - (2) *Hardware stores*
  - (3) *Laundry facilities*
- f) Distance to nearest hotel(s)
  - (1) *Average single and double bed room prices*
  - (2) *Availability of group rates*
- g) Other tourist attractions in the area

## **2. Site facilities**

- a) General description of site (open fields, heavy woods, rolling hills, etc...)
- b) Size of site
- c) Site capacity
- d) Parking lot capacity
- e) Permanent structure types and count
- f) Water source on the site (municipal, well, or other)
  - (1) *How many spigots at what distances apart?*
- g) Number of toilets
  - (1) *Flushing*
  - (2) *Portable*
    - (a) How often will they be serviced (emptied)?
- h) Number and description of showers (indoor, outdoor, primitive, heated, solar, etc...)
- i) Are non-camping accommodations available on site?
  - (1) *If yes, what and how many beds?*
- j) Trash pickup arrangements
- k) Equestrian Facilities
- l) Handicapped facilities provided by the site
- m) List any other facilities available on site.

## **3. Site Permissions and Restrictions**

- a) Alcohol policy for the site
- b) General pet policy
  - (1) *Is coursing of hounds permitted?*
  - (2) *Is equestrian activity permitted?*
- c) Other shelter options (such as rental tents) available
- d) Grounds use limitations

- e) Any local modern ordinances, permits or requirements that must be taken into consideration

#### **4. Proposed Dates**

List all possible dates in order of preference.

- a) Average weather and temperature range in that area for the time of year
- b) Possibility of catastrophic weather events in the area during the time requested (hurricane, tornado, flood, etc.).
- c) Other large modern events in the area just before, during, and after the event

#### **5. Personnel**

List contact information and relevant major event experience for the head person in all applicable positions.

- a) Event Steward(s) [Equivalent to Autocrats(s)]
- b) Exchequer
- c) Pre-Registration
- d) Head Gatekeeper/Troll
- e) Security/Constable
- f) Chirurgeon in charge
- g) Marshal in charge
- h) Event Herald
- i) Head Cook
- j) Children's activities coordinator
- k) Activities coordinator
- l) Merchant coordinator
- m) Land allocation/Hotel Liaison
- n) Media Liaison
- o) Volunteer Coordinator

- p) Event Proceedings Coordinator
- q) Other staff.

## **6. Event Activities**

Describe the planned event activities under the headings, which apply for the event.

- a) Meetings and Classes
- b) Fighting
- c) Archery
- d) Arts & Sciences
- e) Children's activities
- f) Equestrian and/or Coursing
- g) Heraldry and On-site Communication
- h) First Aid/Chirurgion
- i) Main Courts/Royalty activities
- j) Land Allocation
- k) Other activities

## **7. Event financials**

- a) Financial Policy for the event
  - (1) Who is on the Financial Committee*
  - (2) How expenses get approved*
  - (3) How emergency expenses get approved*
- b) Proposed budget including:
  - (1) Proposed income using fees x expected attendance, not including NMS*
  - (2) Proposed expenses by category and event activity*
  - (3) Estimated front money needed to hold the event*
  - (4) Proposed division of profit between the Corporation and the sponsoring group, and if applicable, any other groups.*
  - (5) Proposed division of losses between the Corporation and the sponsoring group*

## **8. Evidence of Kingdom support**

Letters from the following officers stating that they have reviewed and support the proposal.

- a) Kingdom Seneschal
- b) Kingdom Exchequer
- c) Appropriate Kingdom Officers for the topic of the event
- d) (optional) Crown

## **9. Obligation from Kingdom and Society Officers required**

- a) Advertising space more than one full-page or two half-page advertisements in each Kingdom Newsletter.
- b) Society Officer attendance at the Event

## **10. Cancellation/Disaster Plan**

- a) Cancellation before the event
- b) Evacuation plan

## **D. Criteria for Bids/proposals for Collegia/Symposia are to be determined by the Society officer(s) responsible for the event.**

### **1. Minimum information in order for the event to appear on the Society Calendar is:**

- a) Name/Date/Location of Event
- b) Name of Event Steward/Autocrat
- c) Planned Activities
- d) Event Financials {as per Society Anniversary Event proposal}
- e) Evidence of Kingdom and Branch Support {As per Society Anniversary Event proposal}

## E. Proposal Approval and Acceptance

### 1. Society Anniversary Events

- a) The Society Seneschal will distribute the proposals to the Society Officers for review for 30 days. Any comments will be collected by the Society Seneschal and added to the proposal information.
- b) The Society Seneschal will review the proposals for completeness, request any missing information, and create a completed proposal packet for each proposal. No incomplete proposals will be submitted to the Board.
- c) The Society Seneschal will forward the completed proposals to the Board of Directors along with a recommendation for disposition and award.
- d) The Board of Directors will review the proposals and take one of the following actions
  - (1) *Award one of the proposals.*
  - (2) *Direct the Society Seneschal to obtain additional information on one or more of the event proposals.*
  - (3) *Extend the deadline and call for additional event proposals*
  - (4) *Elect not to award a proposal for that given event opportunity.*
- e) Once the Board of Directors has awarded one of the proposals, the Society Seneschal will take the following actions:
  - (1) *Inform the key contacts of the successful proposal*
  - (2) *Inform the key contacts of the unsuccessful proposals*
  - (3) *Inform the other Society Officers.*
  - (4) *Inform the Kingdom seneschals.*
  - (5) *If applicable, add the event to the Society Calendar.*
  - (6) *Issue a warrant for the Event Steward(s) as Deputy Society Seneschal(s).*
- f) Once the Board of Directors has awarded one of the proposals, the Society Exchequer will issue a warrant for the event Exchequer as a Special Deputy until 6 months past the end of the event.



## **2. Known World Collegia and Symposia**

Each Society Officer will make a policy regarding how events focused on their joint or several venues are to be awarded. Once a Known World Event proposal has been awarded, the sponsoring Officer will inform the Seneschal of the Kingdom hosting the event, and the Society Seneschal's Office will then place the event on the Calendar. It is the responsibility of Society Officers to coordinate Known World Event activities to minimize scheduling and resource conflicts.

Exchequers for Known World Events will be warranted as deputies to the Exchequer of the Kingdom hosting the event.

## **3. Known World Summit Meetings**

Each Society Officer will make policy regarding how and when summit, or 'business' meetings with high-level staff and Kingdom Officials are required, planned, and held.

# **F. Project Activities**

## **1. Before the Event**

### a) Status Reports

The Event Steward will prepare a quarterly status report. For Anniversary Events, it will be sent to the Society Seneschal and the Seneschal of the Kingdom hosting the event. For Known World Events, it will be sent to the Society Officer involved and the Seneschal of the Kingdom hosting the event.

### b) Financial Reports

The Event Exchequer will prepare quarterly and yearly financial reports. For Anniversary Events, it will be sent to the Corporate Treasurer, Society Exchequer and the Exchequer of the Kingdom hosting the event. For Known World Events, it will be sent to the Society Officer involved and the Exchequer of the Kingdom hosting the event.

### c) Advertisement

Each Event will be allowed to print one full page or two half-page advertisements in all Kingdom Newsletters without charge. Kingdom Newsletters may require a payment to print advertisements over this allocation.

## 2. After the Event

### a) Event Summary Report

After the Event has taken place, the Event Steward will file a final report with the Society Seneschal's office no later than 90 days after the event. This reporting package will include full operational report of the event, with a financial summary. This report will copy the Seneschal of the Kingdom hosting the event.

For Known World Events, this report will also be sent to the Society Officer involved.

### b) Financial Report

The exchequer will file a final report with the appropriate Exchequer's office no later than 90 days after the event. This reporting package will include full financial reporting for the event. For Known World events, this report will also be sent to the appropriate Society Officer. If the event used a separate bank account, reports will continue to be filed until the account is closed and any money remaining is transferred to another SCA branch or the Corporate Office.

### c) Post Mortem

The Society Seneschal and Society Exchequer's Office will jointly conduct a lessons learned effort for the event within 60 days of receipt of the final event reports. They will create a report distributed to the Society Officers and the Event Stewards, to be included in a lessons-learned knowledge database for future Society events.

## G. Document Retention

The following documentation, as a minimum, will be sent to the Society Seneschal for review and inclusion into the Society Event Knowledge base.

- 1. Copies of all Event Proposals.**
- 2. Copies of all quarterly Event Status reports, including financial reports.**
- 3. Copies of event wrap-up reports, including financial reports.**
- 4. Lessons Learned Report.**

