

AUTHORIZATION REQUEST TO USE THE SCA ONLINE REGISTRATION AND EVENT SYSTEM (S.C.O.R.E.S.)

Please email this form, a copy of the event flyer, and a copy of your refund policy to:
EVENTS@SCA.ORG and cc your Kingdom Exchequer.

REQUIRED CONTACT INFORMATION (RED BOXES ARE REQUIRED)

| | |
|--|-------------|
| EVENT NAME: | EVENT DATE: |
| GROUP NAME: | |
| KINGDOM: | |
| EVENT SITE | |
| NAME: | |
| ADDRESS: | |
| CITY: | ST: ZIP: |
| RESERVATIONIST | |
| LEGAL NAME: | PHONE #: |
| EMAIL: | |
| EVENT STEWARD | |
| LEGAL NAME: | PHONE #: |
| EMAIL: | |
| GROUP SENESCHAL | |
| LEGAL NAME: | PHONE #: |
| EMAIL: | |
| GROUP EXCHEQUER | |
| LEGAL NAME: | PHONE #: |
| EMAIL: | |
| MAILING ADDRESS OF WHERE TO SEND THE CHECK AFTER REGISTRATION IS CLOSED | |
| NAME: | |
| ADDRESS: | |
| CITY: | ST: ZIP: |

PLEASE FILL IN THE BOXES THAT APPLY TO YOUR EVENT.

There will be a \$5.00 member discount applied to adult members.

Date to open registrations online

Date to close registrations online

| | | |
|--|-------|-------|
| Will you offer early registration discounts? | Yes | No |
| If you, do how much off the regular cost? | Adult | Child |
| Date to close early registrations online | | |

| <u>SITE FEES</u> | | Daytrip | Weekend |
|------------------|-------------------------------------|---------|---------|
| | Nonmember rate | | |
| Child age range | Child rate | | |
| Child age range | Child rate | | |
| Child age range | Child rate | | |
| | Family cap - site fee only | | |
| | Family cap - site and feast | | |
| | Family cap - site, feast, & lodging | | |

| <u>LODGING</u> | | | | |
|------------------------------------|------|---------|--|-------------|
| ITEM | Cost | Limit # | <i>If you want to include individual cabin names and/or spaces available in a cabin, please include that information on the comments page or as a separate attachment. The same goes for a list of camp group names.</i> | |
| Cabin Top Bunk per night | | | | |
| Cabin Bottom Bunk per night | | | | |
| Cabin Top Bunk weekend | | | | |
| Cabin Bottom Bunk weekend | | | | |
| Tent Camping (Primitive) per night | | | | |
| Tent Camping (Primitive) Weekend | | | | |
| Tent Camping (Electric) per night | | | | |
| Tent Camping (Electric) weekend | | | | <u>COST</u> |
| RV Camping per night | | | RV Electric Hookup | |
| RV Camping weekend | | | RV Electric Hookup | |
| Horse Stall per night | | | Stall Electric Hookup | |
| Horse Stall weekend | | | Stall Electric Hookup | |

| <u>FOOD</u> | | | | | | |
|--------------------|------|-------|------------------|------|---------|--|
| ITEM | COST | LIMIT | ITEM | Cost | Limit # | |
| Friday Feast | | | Sunday Breakfast | | | |
| Saturday Breakfast | | | Sunday Lunch | | | |
| Saturday Lunch | | | Sunday Feast | | | |
| Saturday Feast | | | | | | |

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| EVENT STAFF COMP LIST | | Check what they are being comped | Site | Feast | Lodging |
|-----------------------|----------|----------------------------------|------------------------|-------|---------|
| Modern Name | SCA Name | Event Staff Role | Member #, if Available | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

ROYALTY COMP LIST

| Legal Name | SCA Name | Which Kingdom Royalty |
|------------|----------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Any additional information you need us to know, please fill in here.

AUTHORIZATION REQUEST TO USE THE SCA ONLINE REGISTRATION AND EVENT SYSTEM (S.C.O.R.E.S.)

The Financial committee of the local group needs to verify that the local group is supportive of using the SCA Online Reservation System and that the revenue received will be minus at a maximum, the following fees.

- 1% flat fee for use of SCORES (Maximum \$400)
- 2.9% plus \$.30 per transaction via Visa, MasterCard, and Discover
- 3.9% plus \$.30 per transaction via American Express
- 1% plus \$1.00 per E-check
- 2.4% per transaction via PayPal

Date of approval by the Financial Committee:

Seneschal (Legal Name: _____
PRINT Signature

Please email all four pages of this form and the approved financial policy of the sponsoring group to EVENTS@SCA.ORG and to your Kingdom Exchequer or representative.

Please add your event web link:

| | |
|---|--------------------|
| KINGDOM OFFICE USE ONLY | |
| Approved by Kingdom Exchequer on: _____ | |
| Exchequer (Legal Name): _____ Print | _____ Signature |

| | |
|---|--------------------|
| CORPORATE OFFICE USE ONLY | |
| Approved by Corporate Exchequer on: _____ | |
| Exchequer (Legal Name): _____ Print | _____ Signature |