Proposed Event Form

**Event date**:

**Event name**:

**Event type**:

**Event location**:

**Event stewards**:

**SCA Name**:

**SCA Member**

**++++++++++++++++++++++++++++++++++++++++++++++++++**

**Event overview**

<what is this event about or event theme>

**Timeline**

**Setup**:

**Gates open**:

**Opening Court**:

**Tournaments (in included)**:

*Archery*:

*Rapier*:

*Armoured Combat*:

**Arts & Sciences**

A&S Competition judging times

**Other activities (if included)**

**Closing** **court**:

**Pack down**

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**Menu (if food/feast is included)**

Please include what dietary requirements will be catered for (eg gluten free, dairy free, vegan etc)

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**Location accessibility**

<include details on how the venue meets accessibility needs -eg dedicated disabled parking, ramped pathways, elevators>

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**Arts & Science competition (if included)**

Details of what the A&S competition will be - ie categories or themes

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**Event stewarding team**

**Event steward:**

**Feastocrat**:

**Bookings officer**:

**Event Marshal**:

**Court Herald**:

**Combat Field Herald**:

**Lists**:

**Armoured Combat Marshal**:

**Rapier Marshal**:

**Rapier Herald**:

**Archery Marshals**:

**Chirugeon**:

**A&S Judges**:

**Youth activities officer:**

**Market Co-ordinator**:

**Gatekeeper**:

**Setup & pack down crew**:

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**Event costings (use the Events Costings & bookings spreadsheet for these details)**

**Member/non member pricing**

<insert table from spreadsheet>

**Cost breakdown**

<insert table from spreadsheet> Should include details of:

Food (if catered)

Venue hire

Misc costs, such as water/ice

Kingdom levy

**Breakeven**

<Enter details on what is required for the event to break even at a cost level>

Eg At the $15 price, the breakeven attendee number is 45 full paying adults.

At the $25 price, the breakeven attendee number is 30 full paying adults.

**Event advertising**

The event will be promoted in the following ways: <pick all that apply>

* Lochac Pegasus
* Lochac events FB group
* St Florian FB group
* River Haven FB group
* Burnfield FB group
* Stegby FB group

**Baronial Equipment Needed**

What Baronial equipment will you require for this event? Eg

* Baronial Shade Tent
* Baronial Shade Gazebos (2 x 3m x 3m, white canopy)
* Baronial Thrones
* Folding tables
* List field ropes
* Baronial banners
* Visiting Crown feasting gear
* Catering equipment (pots, pans, platters)
* Baronial wall hangings
* Tablecloths
* Archery equipment
* First aid kids (x2)
* Spotlights (for evening events)
* Purple seating benches
* Other (list anything else needed)

**Risk Assessment**

Do not forget to complete and submit the *Lochac Risk Assessment* form – this is required for the event to be submitted onto Lochac website.