



Principality of the Summits

DATE RESERVATION/ EVENT INFORMATION

Please type, or print *legibly* and *fill out completely*
Send completed forms to the current Summits Calendar Deputy
(consult you current Echoes, Crier or <http://summits.antir.sca.org/officers/php>)
Do NOT send this form to the Crier, Echoes or Kingdom

DATE RESERVATION: FILL OUT SECTION A ONLY

To reserve a date before all event information is known (i.e., autocrat, site information). Must be signed by the **warranted Seneschal** of the sponsoring branch.

EVENT INFORMATION: FILL OUT SECTIONS A AND B

This is the **official registration** of your event. Event copy for the Crier or Echoes (if applicable for this event) cannot be submitted without this form being completed, **received** and processed by the Summits Calendar Deputy. The **WARRANTED SENESCHAL** of the sponsoring branch must sign **SECTION A**. The Autocrat, Ithra Chancellor or Guild Director (who must be an SCA member) must sign **SECTION B**. Only original signatures are acceptable; **forms must be sent by regular mail** to the Summits Calendar Deputy (unless other arrangements are made).

A	NAME OF EVENT		DATE FROM (DD / MM / YYYY)		DATE TO (DD / MM / YYYY)	
	BRANCH RESPONSIBLE			INCIPIENT BRANCH OR WHERE EVENT WILL BE HELD (IF NOT BRANCH RESPONSIBLE)		
	LEVEL OF EVENT <input type="checkbox"/> TIER 1 <input type="checkbox"/> TIER 2		IF TIER 1, DO YOU WAIVE THE CONFLICT ZONE FOR THIS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		More info, see Event Policies and Procedures on the Summits website at http://summits.antir.sca.org/docs/Event_Policy.pdf	
	WARRANTED SENESCHAL OF BRANCH RESPONSIBLE (SCA NAME)			WARRANTED SENESCHAL OF BRANCH RESPONSIBLE (LEGAL NAME)		
	ADDRESS OF SENESCHAL			CITY	STATE	ZIP CODE
	EMAIL ADDRESS			CONTACT NUMBER(S) (INCLUDE AREA CODE)		
	SIGNATURE OF WARRANTED SENESCHAL OF SPONSORING BRANCH (LEGAL)					

B	SITE NAME			TIME EVENT STARTS	TIME EVENT ENDS	
	COMPLETE SITE ADDRESS					
	AUTOCRAT, ITHRA CHANCELLOR, OR GUILD DIRECTOR (SCA NAME)			AUTOCRAT, ITHRA CHANCELLOR, OR GUILD DIRECTOR (LEGAL NAME)		
	ADDRESS OF AUTOCRAT			CITY	STATE	ZIP CODE
	DO YOU GIVE PERMISSION TO PLACE YOUR NAME, ADDRESS, PHONE NUMBER, AND EMAIL ON A WEB PAGE (KINGDOM, PRINCIPALITY OR OTHER BRANCHES)? <input type="checkbox"/> YES <input type="checkbox"/> NO			IF NO, CAN YOUR SCA NAME AND EMAIL ONLY BE PUBLISHED ON ONE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	AUTOCRAT CONTACT NUMBER(S) (INCLUDE AREA CODE) <input type="checkbox"/> PUBLISH <input type="checkbox"/> CALENDAR CONTACT ONLY <input type="checkbox"/> PUBLISH <input type="checkbox"/> CALENDAR CONTACT ONLY			EMAIL ADDRESS		
	SIGNATURE OF AUTOCRAT, ITHRA CHANCELLOR OR GUILD DIRECTOR (LEGAL)			SCA MEMBERSHIP NUMBER	SCA MEMBERSHIP EXPIRES (DATE)	
				EVENT WEBSITE ADDRESS (IF APPLICABLE)		

[CORPORA II.D] INDIVIDUALS IN CHARGE OF EVENTS. Each Society event must have one Society member appointed by the sponsoring branch in attendance and responsible for the general conduct of the event. Where an event involves only one type of Society activity, the responsible member is the appropriate branch officer, or someone designated by that officer (usually called an Autocrat or Event Steward). Where an event includes a variety of activities, the responsible member is the branch Seneschal or someone designated by the branch Seneschal (usually called an Autocrat or Event Steward). Events including Society combat or combat-related activities must have at least one warranted marshal, designated by the Marshal of the sponsoring branch, in attendance and responsible for those activities.

[CORPORA II.A] "The term "Society event" refers to tournaments, feasts, and other activities whereby participants can display the results of their researches into the culture and technology of the period in an environment which evokes the atmosphere of the pre-17th century European Middle Ages and Renaissance. It also refers to educational activities involving either one-time classes or ongoing Society university organizations, and meetings where participants share skills or discuss the business of the group. All Society events must be sponsored by branches of the Society, registered with the Seneschal of the sponsoring branch, publicized at least to the members of that branch, and conducted according to Society rules." [CORPORA II.B.] "Anyone may attend Society events provided he or she wears an attempt at pre-17th century clothing, conforms to the provisions in Corpora, and complies with any other requirements (such as site fees or waivers) which may be imposed. At business meetings and informal classes, the requirement of dress may be waived. All participants are expected to behave as ladies or gentlemen." [CORPORA II.C.] "Formal actions and announcements with long-term impact on the Society may occur only at Society events for which a full announcement including date, time, and place has been published in advance in the appropriate corporate publication. These actions include Crown and Coronet Tournaments, Coronations and Investitures, appointment of officers, presentation of awards and titles, proclamation of law, and the establishment or advancement of branches. However, deputy officers and officers below principality level need not be appointed at published events."

See also CORPORA II.E, DUTY TO ENFORCE REQUIREMENTS. Corpora can be found at: <http://www.sca.org/docs/govdocs.pdf>