

Guidelines for Submitting an Event Proposal to the Shire of Blak Rose

Based on the By-Laws dated January 2017
(A.S. LI)

The purpose of the this document is to inform potential autocrats how to meet the requirements of the Shire of Blak Rose (referred to in the document as “the Shire”) for proposing, planning, and closing an event. This *is not* a guideline for running an event.

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The information in this document is offered by Tuathflaith and is not endorsed by the Officers of Blak Rose. It is meant to be helpful but does not override existing By-Laws or any amendments.



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Based on the By-Laws dated January 2017 (A.S. LI)

The Event Proposal

The event proposal is a written document which is to be posted to Appropriate Electronic Media and presented at a Board Meeting. It contains certain information as described below. The proposal must be on the meeting agenda for any of a Regular, Annual, or Special meeting. The hopeful autocrat cannot simply show up at a meeting unannounced and expect the proposal to be discussed. Specific instructions are explained below.

Initial Proposal

Notification Prior to Meeting: Proposal sent to Exchequer and Chronicler two (2) weeks prior to the Meeting at which it will be proposed. Chronicler posts publicly within four (4) days.

Meeting Deadline: Presented at a meeting at least four (4) months prior to the event.

In Article VII, Section C, Paragraph 1, the By-Laws state that an Event Proposal must be submitted at least four (4) months prior to the Event date and that the proposal must meet certain requirements (as listed in "Final Proposal). However, in Paragraph 1.c. the By-Laws then state that "The initial proposal need not include all of the information required at the time the proposal is to be voted on." This language is confusing and contradictory; however, this document will try to give guidelines on how to work with this language.

I recommend that any Autocrat simply have a full (final) proposal at the four-month deadline. However, if you have only the information I recommend in the side-bar, you can claim you have met the requirements. Keep in mind that this type of proposal cannot be voted on. Only a Final Proposal can receive a vote.

Initial Proposal



An "Initial Proposal" is an incomplete proposal that contains the bare minimum information about the Event. It cannot receive a formal vote of approval, but is a way to judge the level of support for a potential event.

While the By-Laws do not list requirements for an Initial Proposal, I recommend that it should at least include the event theme, possible date and site location, a draft budget, and the names of the Autocrat, Deputy Autocrat and Registrar. Also include the Head Cook if any food is to be served.



Final Proposal

Notification Prior to Meeting: Final Proposal sent to Exchequer and Chronicler two (2) weeks prior to the Meeting at which it will be proposed. Chronicler posts publicly within four (4) days.

Note that this step is not necessary if a Final Proposal was previously posted instead of an Initial Proposal and no changes were made.

Meeting Deadline: Voted on at a meeting at least three (3) months prior to the event.

What if the Chronicler does not post my proposal on time?

Then do it yourself!

Only a complete proposal can receive a formal vote and only a complete proposal fulfills the requirement of public posting.

Remember that the four (4) month deadline for an initial proposal has to be met. If you start with a final proposal, you still have to present it four (4) months out. See “Initial Proposal” on the previous page.

Contents of a Full and Final Proposal

The Final Proposal must meet the requirements of forming a committee with the additional requirements of an Event Proposal.

Committee Proposal Requirements

The following is a copy of the By-Laws Article VI, Section B.4:

- a. The objective or scope of the Committee;
- b. Which Officer’s jurisdiction the Committee will fall under, as defined in Article VI, Section C.1 (*for an event, this will always be the Seneschal*);
- c. The estimated length of time needed, or, if the Committee is intended to run an Event or Demo, the proposed date of such Event or Demo;
- d. A list of supplies, money, and/or other resources needed;
- e. A list of personnel, including the name of the potential Chair, who have already agreed to serve; and
- f. Any additional requirements required for the proposal for an Event or Demo according to Article VII.

As you will see, some of these requirements overlap with the Event requirements. Where they overlap, you do not need to give the information twice. Just be sure every item from both lists is covered.

Additional Event Proposal Requirements

The following is a copy of the By-Laws Article VII, Section C.3:

- a. A general description of the theme and activities of the Event.
- b. Proposed date and location of the Event.
- c. The name of the persons who will serve as the Autocrat and Deputy Autocrat. (*Section B.1 states that the Autocrat must also provide full name, address, phone number, and e-mail address.*)
- d. The name of the persons who will serve as the chief cook for the Event, if food will be served.
- e. Other pertinent personnel; e.g., the marshal for heavy weapons fighting or the director of classes for a schola, as well as the Event registrar.
- f. For tournaments, the type of tournament and how the winner will be determined.



- g. The degree to which alcohol and smoking are permitted.
- h. Duration of the Event; that is, part of a day, a single day, a weekend, or longer.
- i. Any possibility of income that may be earned at the Event.
- i. Gate fees for non-member adults, member adults, teens, and children.
- ii. Feast fees for adults, teens, children, and any family rate.
- iii. Camping fees for camping and/or cabin space.
- iv. Any additional fees, such as a fee for merchants.
- j. A breakdown of any expenses that might be incurred for this Event.
 - i. Overall site fee.
 - ii. Additional site fees for kitchen use, sleeping cabins, equipment, etc.
 - iii. Separate food costs for dayboard, feast, and any additional meals, such as a Sunday breakfast.
 - iv. Equipment costs.
 - v. Prizes.
 - vi. Site Tokens.
 - vii. Miscellaneous Expenses (\$50 or 10 percent of other costs, whichever is greater).
- k. Additional financial information:
 - i. Anticipated attendance for non-member adults, member adults, teens, and children.
 - ii. Per person costs for non-member adults, member adults, teens, and children.
 - iii. The break-even point for the Event; that is, the number of attendees necessary to prevent a financial loss based on the information for Article VII, Section C.3.h and C.3.i.

A sample proposal is attached to this document.

Public Posting Deadline (after proposal acceptance)

Within one (1) week of Event Approval, the Autocrat must post the event to Appropriate Electronic Media, including (if appropriate) the Kingdom Event Listing.

According to Article VII Section C.8, the following information must be posted: Date, time, and place, directions, a method of contacting the Event Autocrat, and all of the proposal information from Paragraphs 3a through 3i listed above. Basically, this is everything from the proposal except the budget information.

Additional Deadlines for Schola Events

Any event that features classes as the main activity has additional deadlines as listed below. Events that have some classes occurring as extra activities *do not* have to meet these deadlines. For example, if a tournament is the event theme but some A&S teachers wish to hold classes, the event is not considered to be a schola. However, if schola is the event theme and some fighters wish to have a tournament during the event, then the event is a schola event and must meet the teacher list deadlines described below.

Failure to meet either of these deadlines could result in the event being cancelled. As the Seneschal has final say on such a thing, the event could be cancelled without any meeting of the Board. It is good



practice for any Autocrat to have teachers confirmed well in advance of the By-Laws deadlines. These deadlines have been set to give the Board recourse to cancel or take over any schola for which the Autocrat is not being responsible.

General Outline Deadline: Presented at a Board Meeting at least two (2) months prior to the event.

The general outline is a list of class time slots as well as the times of other activities, such as meal times. Additionally, at this time at least 50% of the teachers must be *confirmed*. Confirmation means the title and contents of the class are listed along with the name of the teacher with *reliable* contact information for the teacher.

An example class time slot list is as follows:

- 9:30-11:00 Class 1a, Class 1b
- 11:15-12:30 Class 2a, Class 2b, Class 2c
- 12:30-1:15 Dayboard
- 1:30-2:30 Class 3
- 2:45-4:00 Class 4a, Class 4b
- 4:00-5:00 Class 5a, Class 5b, Class 5c
- 5:00-5:30 General Clean-up

Class titles that are known would be cited above as appropriate. Teacher data could be cited with the class name or added after the schedule. There are no regulations on how to present this data, but it should be easily understandable and professional.

Full Teacher and Class Listing Deadline: Presented at Board Meeting at least one (1) month prior to the event.

By this deadline, the full class name, contents and teacher confirmations must be presented to the Board. It is okay if classes are added after this time. Last-minute teacher cancellations are not preventable and probably would not be cause for cancelling the event. However, it is a good idea to have substitute classes and teachers on call to be sure the class schedule remains full. Even an alternate, non-class activity could be prepared and ready for an emergency substitution. Listing such back-up plans now will increase confidence in your event and lessen your own stress. Keep in mind that past experience in Blak Rose is that 2 or 3 teachers will back out of an event without leaving you time to make alternate plans. Have the alternate plans ready before you need them.

*Article VII Section C
Paragraph 7*



This is where the Schola
Deadline requirements
are listed.



Additional Deadlines for Kingdom Events

Proposals to sponsor Kingdom Events have the additional requirements made by Kingdom. In order for the Shire Officers to be sure that your event will meet all of those requirements, the By-Laws require additional time *before* the Kingdom deadlines to approve the potential event.

Deadline for Initial Proposal: The Initial Proposal must be made at least two (2) months prior to the Kingdom deadline for the submitting a bid.

Because this proposal will have rigorous requirements, I recommend that it be a full and complete proposal at this time. I also recommend that the Shire be given even more than two months as a courtesy, unless you are an experienced Kingdom Event Autocrat.

Deadline for Final Proposal: The Final Proposal must be made and voted on at least one (1) month prior to the Kingdom deadline for the submitting a bid.

Of course, Shire approval does not mean Kingdom approval. But you know you have the support of Shire and you have the meeting minutes to prove it.



Reporting Requirements

After Acceptance Until the Event

During this time, your Event Committee must meet the requirements of any other committee. At each Regular or Annual Business Meeting, you or a substitute committee member must report any activity your committee has had. This includes:

- Changes or additions to leadership positions.
- Dates of any meetings held and activities done or decisions made.
- Any other progress made toward holding the event.
- Any problems with the event planning.
- A list of any subcommittees formed and the name of those chairmen along with reports on those activities.

Failure to meet this reporting requirement is grounds for cancelling the event. That may seem harsh, but an Autocrat who cannot be trusted to submit a simple report cannot be trusted to carry through an event, either.

Another option the Shire has to address an Autocrat's failure to report is to remove the Autocrat and assign another SCA member to the job.

After the Event

Although these Guidelines were written to help potential Autocrats submit a successful proposal, it is also important to end well so that future event proposals from those Autocrats will be welcomed. If the proper Event Reporting is not completed, the Autocrat may be considered a failure by the Shire and will not be allowed to submit new proposals.

Be sure to submit the Event Report to Kingdom and a full report to the Board as follows from Article VII Section C.9:

- a. The number of people who attended,
- b. Any significant changes to the original theme or planned activities,
- c. The results of any tournaments held,
- d. A full financial report, with expenses and income, and
- e. Recommendations such as:
 - i. For any regularly scheduled Event, should we continue the Event.
 - ii. If there were any problems, suggestions for avoiding them.
 - iii. Any ways the Event can be improved.
- f. If the next scheduled Regular, Annual, or Special Meeting falls within seven (7) days of the event, the Autocrat may request an extension to the next successive meeting.
- g. The Event Autocrat shall also complete and submit any reports and monies required by Kingdom within thirty (30) days of the close of the Event. Copies of those reports will be submitted immediately to the Seneschal and the Exchequer. These reports will be presented at the next Regular or Annual Business Meeting following the date of the Event.



Sample Event Proposal

Event Leadership Schola Event Proposal to the Shire of Blak Rose

Location

Harrisburg Mall, 3501 Paxton Street, Harrisburg, PA 17011

Contact: Jane Smith, Leasing Manager

Phone: 717-123-4567

Contacts	Names	Email	Phone
Autocrat	Sven of Blak Rose John Smith 456 Main Street Carlisle, PA 17103	some-email@yahoo.com	(717) 123-4567
Deputy Autocrat	Bianca Sartor Janet O'Donnell	some-email@yahoo.com	(717) 123-4567
Registrar	Eberhart Saltzman Jeffrey Manhurst 123 Main Street Carlisle, PA 17013	some-email@yahoo.com	
Feast Cook	Sulayman ibn Umar Brian Maples	some-email@yahoo.com	
Dayboard Cook	Bianca Sartor Janet O'Donnell	some-email@yahoo.com	
Class Coordinator	Sven of Blak Rose John Smith	some-email@yahoo.com	
Bardic Coordinator	Rahu Yoshikuri Theresa Lane	some-email@yahoo.com	
Teacher	Sarra bat Menachem ha-Kohane	some-email@yahoo.com	(717) 123-4567
Teacher	Hengis the Brewer	some-email@yahoo.com	(717) 123-4567
Teacher	Geofric of Blak Rose	some-email@yahoo.com	(717) 123-4567
Teacher	Dearbhorgail inghean Ui Chonchubhair	some-email@yahoo.com	(717) 123-4567
Teacher	John Buck	some-email@yahoo.com	(717) 123-4567

Alcohol and Smoking Policy

The Harrisburg Mall does not allow either alcohol or smoking on its property.

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Event Objective

We will offer training to the populace focused on the leadership skills needed to run a successful event. There will be three tracks of classes: Administrative, Feast/Dayboard, and Tournaments. After classes, a feast and entertainment will be offered to our hard-working teachers and students.

Class Schedule

10:00 – 12:00	Check-in		
Track	Administrative	Feast/Dayboard	Tournaments
12:30 – 1:45	Event Planning Details What do I need to do? Sarra bat Menachem ha-Kohane	Planning a Dayboard With Unknown Attendance Geofric of Blak Rose	How to be a Master/Mistress of the Lists Dearbhorgail inghean Ui Chonchubhair
2:00 – 3:15	Budgeting Hengis the Brewer	Shopping (Keeping Costs Low) Geofric of Blak Rose	Types of Tourneys Dearbhorgail inghean Ui Chonchubhair
3:30 – 4:45	Posting to the Kingdom Event Listing Sarra bat Menachem ha-Kohane	Food Safety and Allergies Hengis the Brewer	Field Set-Up and Planning John Buck
5:00 – 6:00	Feast		
6:30 – 9:00	Entertainment		

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Budget

Income	Budget	Expenses	Budget
Adult Site Fee	\$720.00	Site Fee	\$500.00
Youth Site Fee	\$40.00	Event Management	\$50.00
		Day Board	\$180.00
Feast Fee	\$500.00	Feast Board	\$400.00
Late Fee	\$100.00	Activities	\$20.00
		Miscellaneous	\$115.00
Return of Deposit	\$250.00	Security Deposit	\$250.00
Total	\$1,610.00	Total	\$1,515.00



Event Profit	Budget
	\$95.00

Income Scenarios	Site Fees	Est. Attendance
Adult	12	60
Youth	8	5
Late Fee	5	20
Feast	10	50

Note: The “miscellaneous” expense is a requirement of the by-laws. It is a minimum of \$50.00 or 10% of other expenses, whichever is greater. I interpreted this as *not including* the security deposit, since we would expect to get that back. That is just my interpretation and other members may judge it differently.