EVENT FACT SHEET

THE BASICS:
Event Name ________________________________ Date ______________
Modern site name, address ________________________________
Phone on site? ____________    Opens? _______    Closes? _______    Alcohol policy? _________

CONTACTS:
Autocrat _________________________ (SCA name)
Royalty Liaison _________________________
________________________ (Modern name)
________________________ (Phone)
________________________ (E-mail)

OTHER LOCAL STAFF (SCA NAMES):
Event Herald _____________________________ Event Signet ____________________________
Marshal _________________________________ List Mistress ____________________________
Names of local volunteers available (if known):

EVENT SCHEDULE:

ROYAL STAFF IN ATTENDANCE:

MISC. EVENT PARTICULARS:
Tourney style(s) and related info?
Other martial activities?
Names of other royalty or local nobility attending?
Number of seats available at head table?

ACCOMMODATIONS ARRANGEMENTS
CRASH SPACE

Name(s) of host/ess(es) _________________________________________________________________

Address ______________________________  Phone _________________________________

______________________________  E-mail _________________________________

Who staying there? ________________________________  Cats? _____  How many? _____

Sleeping arrangements? ________________________________  Hosts smoke? _____  Allow it? _____
(What do we bring?)

______________________________  Hosts have kids? _____

______________________________________ Price? ___________________________

______________________________________

Additional particulars:  _________________________________________________________________

_________________________________________________________________

HOTEL

Name, address ______________________________________  Room type? _________________
& phone

______________________________________  Price? ___________________________

______________________________________

Additional particulars:  _________________________________________________________________

_________________________________________________________________

DIRECTIONS

TO ACCOMMODATIONS  (Map available at:  )

FROM ACCOMMODATIONS TO SITE  (Map available at:  )