

# 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? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**HOTEL**

Name, address \_\_\_\_\_  
& phone \_\_\_\_\_

Room type? \_\_\_\_\_

Price? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional particulars: \_\_\_\_\_

\_\_\_\_\_

**DIRECTIONS**

**TO ACCOMMODATIONS** (Map available at: \_\_\_\_\_ )

**FROM ACCOMMODATIONS TO SITE** (Map available at: \_\_\_\_\_ )