

Mews Event Flyer Submission Worksheet

Event Name _____ Event Date _____

Sponsoring Branch _____

Hosting Branch (if different from sponsoring branch) _____

Event Steward's SCA Name _____

Event Steward's Modern Name _____

Address _____

Phone Number(s) _____

Email _____

How many pages is the event flyer? _____

In which monthly issue(s) do you want it published? _____

Fee Calculation:

a. Pages in flyer? _____

b. Months published? _____

c. Total page count
(a x b = c) _____

d. Subtotal (\$10 x c) _____

e. **Late fee (\$10 x a)** _____ *(If late, the first month will cost twice as much)*

f. Total payment (d + e) _____

Total payment submitted \$ _____ *(Treasurer: Please include the transfer form)*

Make check payable to **“SCA, Inc. – The Mews”**

Required information checklist. Does your event flyer include:

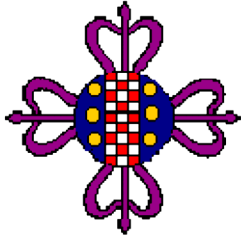
- Date of event (day and month). Include year if the event will not be held during the Common Era year on the cover of *The Mews*.
- Time of event – when the site opens and closes.
- Name of hosting group (and sponsoring group if not the same).
- Location (name, street address and town) of the site. Include ZIP code if available.
- Name (both SCA and modern), address and phone number of event steward (autocrat). Email address optional. Note: A phone number and email address are not enough.)
- If a fee will be charged, include the statement “Make checks payable to SCA, Inc. – [the group’s name here].”

I hereby certify that all required information is included in the flyer, and is up to date and correct.

Signature of Event Steward (autocrat) _____

Signature of Approval (Seneschal or Baronage) _____

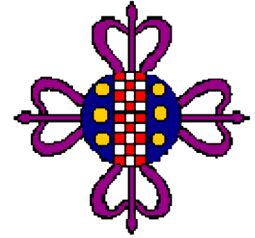
This form is not complete without the signature of the branch seneschal.



Kingdom of Calontir

Transfer Form

(Use for any transfer to any SCA group)



To: _____
(Group Name)

From: _____
(Group Name)

Date: _____ Check Number: _____ Amount: _____

Reason for Transfer: _____

This check is being recorded in OUR report: (check one)

- Funds Transferred Out to Another SCA Account – Within Kingdom
 Funds Transferred Out to Another SCA Account – Outside Kingdom

This check must be recorded in YOUR report: (check one)

- Funds Transferred In from Another SCA Account – Within Kingdom
 Funds Transferred In from Another SCA Account – Outside Kingdom

Sender's Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone:(_____) - _____ Email: _____

SCA Name: _____