

Guidelines for Scheduling an Official SCA Event

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What is defined as an event?

Every activity that is officially sponsored by a branch of the SCA is considered an event. That means that it has been announced on the web page, email, announcements at a meeting, or via the group's newsletter. A local event can include business meetings, fighter or archery practices, arts and sciences meetings or workshops, or local revels. To be covered by the SCA's insurance, the event must:

1. Be open to any SCA person who wishes to attend,
2. Conform to SCA rules and policies, and
3. Be publicized by whatever means the group customarily uses to publicize events.

Kingdom Events

A Kingdom event is any event published in the Kingdom newsletter (The Mews). Generally these are held on a Saturday and involve some sort of competitive or instructional activity and a feast. Of course, that is not required and some events do a lot more (Lilies War). Hopefully, the Crown attends the event so they can hand out awards and do other official SCA business.

In order for official SCA business to be conducted at an event:

1. The hosting group Seneschal must contact the Kingdom Reeve to have your event placed on the official Kingdom Calendar. To submit this request, the Seneschal needs to fill out the [Kingdom Calendar Event Submission Form](#). **(The calendar on the website is NOT the official Kingdom Calendar.)**
2. The event must appear on the Kingdom Calendar in the *Mews*, for at least the month of the event (or the month before if it's being held the first weekend of the month).
3. A flyer must be published in the *Mews* which includes all the information required in the *Mews* submission policies. See [How to Submit a Flyer to the MEWS](#) for more information.
4. A warranted officer of the SCA must be present at **all** times.

NOTE: *Post revels, potlucks, and "mini-events" that are primarily for the enjoyment of those living in the local group are NOT Kingdom events and should not appear on the Kingdom calendar.*

150 Mile Rule

A group may hold an event on the same weekend as another group as long as there is a distance of at least **150 miles** between the two groups. Generally, Google Maps is most commonly used to determine the 150 mile range. However, the [Calontir Group Distance Chart](#) can help with some further guidance.

- a. *****There are some exceptions to this rule.** If you are closer than 150 miles, you can have events on the same weekend if the focus of the conflicting events would draw two COMPLETELY different interest groups, i.e., Costume Seminar vs. Heraldic Symposium.
- b. As a general rule of thumb, however, it is in everyone's best interest not to have events held on the same date at locations closer together than 150 miles.

Royal Events

Royal events are defined by Calontir [Kingdom Law](#). No other events may be scheduled with the Reeve opposite these events. As of the publication of this handbook, there are seven.

- Crown Tournaments,
- Coronations,
- Calontir Lilies War,
- Queen's Prize,
- Kingdom Arts & Sciences,
- King's Companie of Archers Tournament,
- and CalonCon.

There is a bid system in place for each of these events. It is not exactly the same for each one, so contact the appropriate Kingdom Officer and the Kingdom Seneschal if your group wishes to host a Royal Event. You can also look at the [Crown and Coronation Bid System](#) page for more information.

- Baronies are periodically (see the link above) responsible for ensuring that an acceptable bid is made for Coronations and Crown Tournaments.
 - This DOES NOT mean that the Barony has to submit the bid itself. But the Barony must ensure that there is at least one bid submitted that has a good site, enough man power, and is well organized.

Traditional/Reserved Status Events

Groups are allowed one traditional event on the Reeve's official Kingdom Calendar. To be considered traditional, an even must be held for **THREE** consecutive years on the **SAME** weekend. Once that has been done the local seneschal must contact the Reeve and requested traditional event status. Traditional event status will permanently reserve that weekend for your group's event, assuming there is not already a conflict.

- Check out the [Reserved Event Schedule](#).

- **NOTE:** If your event has traditional status on a particular weekend that does not necessarily mean no other event may conflict. The 150 mile rule may still allow other events to occur as long as it meets the 150 mile criteria.
- **So what does traditional status actually do for my event?**
Basically, if the Reeve gets an email from another group inquiring about the same weekend as your traditional event; it is the responsibility of the Reeve to inform the inquiring group that the particular weekend in question already has a traditional standing event. This may either deter the incoming group to reconsider their weekend choice or hold the event farther than 150 miles.

Adding an Event to the Official Kingdom Calendar

In order to add your event to the calendar it **MUST** be an official event. (i.e.: no local practices, demos, or moots) In order to make an event official there are a few steps that must be taken.

1. You need to contact the Kingdom Reeve at the time you begin planning your event **BEFORE** reserving any site dates to make sure your chosen date is available. The calendar on the website is **NOT** the official Kingdom Calendar. You can contact the Kingdom Reeve at Reeve@calontir.org.
 - a. Once you know what date you would like to officially request: the hosting group Seneschal must contact the Kingdom Reeve to have your event placed on the official Kingdom Calendar. To submit this request, the Seneschal needs to fill out the [Kingdom Calendar Event Submission Form](#).
5. To make your event official, you **MUST** submit a flyer to the Mews. This flyer must be submitted to and **approved** by the Kingdom Chronicler by the first publication of the month previous to the event. .
 - a. See [How to Submit a Flyer to the MEWS](#) for more information.
 - b. **Example:** My event is September 28th, so the event flyer must be submitted by August 1st.
6. To have the official event flyer or website link added to the online Kingdom Calendar, go to [Add an Event Link or File to the Kingdom Calendar](#) for more instructions.