

SPIKE Event Registration Submission Guide

Items in **BOLD** are required.

Section 1 General Information		On Flyer
Event Name	The name of your event	x
Website	URL to your event's website. Be sure to include the 'https://' at the beginning	x
Start Date	The start date and time of your event. Start date is selected with a date picker. The time is 8 characters of free text. For example "5pm".	x
End Date	The end date and time of your event. End date is selected with a date picker. The time is 8 characters of free text. For example "11am".	x
Is Virtual	Select this checkbox if the event is virtual	x
Site Name	The name of your event site.	x
Address	The address of your event site.	x
City	The city of your event site.	x
State	Dropdown to select your event state. IF YOUR EVENT IS OUT OF THE KINGDOM, PLEASE STOP AND CONTACT THE KINGDOM CALENDAR DEPUTY. THEY CAN CREATE AN "EXTERNAL EVENT" FOR YOU.	x
Zip	The zip code of your event site	x
Directions	Detailed directions for how to get to your event site. These instructions should NOT be "follow GPS" but rather detailed directions from major roads and or landmarks.	x
Site Restrictions	Detailed notes about site restrictions such as: alcohol, smoking, pets, ground fires, etc.	x
Site Accessibility	Detailed description of the accessibility features of your event site, ADA compliance, scooter accessibility, charging access, etc	x
Section 2 Contact Details		

Seneschal Info		
SCA Name	Auto populated SCA Name of the group Seneschal. IF THIS INFORMATION IS INCORRECT -STOP- AND CONTACT YOUR SENESCHAL TO HAVE THEIR INFORMATION UPDATED.	
Email	Auto populated email address of the group Seneschal. IF THIS INFORMATION IS INCORRECT -STOP- AND CONTACT YOUR SENESCHAL TO HAVE THEIR INFORMATION UPDATED.	

Event Steward Info		
SCA Name	The registered SCA name of the event steward, no titles please.	x
Mundane Name	The event steward's mundane name	
Phone	The event steward's phone number	
Email	The event steward's email address.	x
Member Number	SCA membership number	
Exp Date	SCA membership expiration date.	
Section 3 Event Details:		
Description	A detailed write up/description of your event.	x
Cost Information	This is a general pricing table for events. If you do not provide values for this table then you MUST put detailed cost information in the 'Cost Notes' section below.	x
Checks Payable to:	Checking account name to make checks out to. For example "Kingdom of the Ether, SCA Inc."	x
Cost Notes	Detailed event cost information. Use this section to detail costs for things like equestrians, camping, merchants, parking, etc. MUST include the refund policy.	x
Reservationist		

SCA Name	SCA name of the reservationist	X
Mundane Name	Mundane name of the reservationist	
Phone		
Email	Email address for the reservationist	X
Activities		
Martial	Detailed description of martial activities. Leave blank if none.	x
Arts and Sciences	Detailed description of A&S activities. Leave blank if none.	x
Feast Information	Feast information. Consider including the menu, allergy information, dietary information, etc. Leave blank if none.	x
Merchanting Information	Detailed information for merchants. Leave blank if none.	x
Other Information	Use this section for any other pertinent information about your event. Leave blank if none.	x
Section 4 Progress & Conflicts		
Royal Progress	Select the checkboxes for the relevant royal attendance.	x
Conflicts	Select whether other events are allowed to 'conflict' (be held on the same dates within 75 miles of the event),	
Kingdom Conflict Permission Date	If this event will conflict with a protected Kingdom event you must select the method and date of permission receipt.	