

# SPIKE Event Registration Submission Guide

Items in **BOLD** are required.

Section 1 General Information		On Flyer
<b>Event Name</b>	The name of your event	x
Website	URL to your event's website. Be sure to include the 'https://' at the beginning	x
<b>Start Date</b>	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
<b>End Date</b>	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
<b>Site Name</b>	The name of your event site.	x
<b>Address</b>	The address of your event site.	x
<b>City</b>	The city of your event site.	x
<b>State</b>	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
<b>Zip</b>	The zip code of your event site	x
<b>Directions</b>	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
<b>Site Restrictions</b>	Detailed notes about site restrictions such as: alcohol, smoking, pets, ground fires, etc.	x
<b>Site Accessibility</b>	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		
<b>SCA Name</b>	The registered SCA name of the event steward, no titles please.	x
<b>Mundane Name</b>	The event steward's mundane name	
Phone	The event steward's phone number	
<b>Email</b>	The event steward's email address.	x
<b>Member Number</b>	SCA membership number	
<b>Exp Date</b>	SCA membership expiration date.	
Section 3 Event Details:		
<b>Description</b>	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
<b>Cost Notes</b>	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		

<b>SCA Name</b>	SCA name of the reservationist	X
<b>Mundane Name</b>	Mundane name of the reservationist	
Phone		
<b>Email</b>	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.	