

Post Event Report Form (Printable)

Fill out Post Event Report form and return it to the Seneschal, if possible by the next business meeting. Turn in all receipts to the Exchequer.

PLEASE TYPE OR PRINT CLEARLY

Name of Event: _____ Date of Event: _____

Autocrat(s):

Responsible For	SCA Name	Legal Name	Contact Info (phone & e-mail)

Summary of Activities at Event:

___ Arts & Sciences ___ Feast ___ Archery
___ Classes/Demos ___ Fund Raiser(s) ___ Heavy Weapons
___ Children's Activities ___ Merchants ___ Light Weapons
___ Other _____ (Please include description)

Event Description: _____

Site Information:

Site Name: _____

Address: _____

Site Contact Person: _____

Site Phone/E-mail: _____

Site Commentary: _____

Marshal(s) in Charge:

Responsible For	SCA Name	Legal Name	Contact Info (phone & e-mail)

Incidents:

Injuries:

Lost and Found:

Other Reports: *(attach other reports after this page)*

Financial Summary:

*All unused funds must be given to the Exchequer. All receipts must be given to Exchequer for reimbursement.
Submit the number of non-member attendees and associated fees to Exchequer within 48hrs after the close of the event.*

Income:

Site Fee:

_____ members at	\$ _____
_____ child members at	\$ _____
_____ non-members at	\$ _____
_____ child non-members at	\$ _____
Total	\$ _____

Feast Fee:

_____ people at	\$ _____
_____ people at	\$ _____
Total	\$ _____

Off Board Fees:

_____ people at	\$ _____
_____ people at	\$ _____
Total	\$ _____

Site Deposit Amount Returned, if any: \$ _____

Additional income:

Fund Raisers:

Amount of money raised: \$ _____

Who was in charge? _____

What form did it take? _____

For what was the money being raised? _____

Total Income from Event \$ _____

Expenses:

Deposit for Site:	\$ _____
Site Cost (without the Deposit):	\$ _____
Amount spent on food:	\$ _____
Prizes Amount spent:	\$ _____
Other Amount spent:	\$ _____

Equipment Rented	Rental Company	Rental Cost
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Expenses for event: \$ _____

Total Income minus Total Expenses: \$ _____

The following are notes that may be helpful to future autocrats of this event, in no particular order.

What went well? _____

How could the event have been improved? _____

How could the feast have been improved? _____

Recommendations for the future: _____

What was done with the profit from this event? _____

Autocrat

Date

Seneschal

Date Received