

## UNDERSTANDING THE KINGDOM EVENT CALENDAR

Greetings to the Populace of the Glorious Kingdom of Atenveldt!

This article is to assist in explaining how SCA events get scheduled and placed on the **Kingdom Event Calendar**. The following Frequently Asked Questions (FAQ's) explain how events are added to the **Kingdom Event Calendar**, how to submit Event Forms and articles for the **Southwind**, and the purpose of the annual Kingdom Calendar Meeting. Its intent is to help individuals and SCA Groups interested in event and hosting an SCA event in Atenveldt.

### **Q. What is the Kingdom Event Calendar?**

**A:** The [Kingdom Event Calendar](#) is the Kingdom of Atenveldt's official list of SCA events where all forms of official SCA business (law changes, local group pollings, presentation of SCA awards by the Crown or Territorial Barons and Baronesses) may be conducted. Events on this calendar must be sponsored by an official SCA group (Kingdom, Barony, Shire or College), and may only be added to the calendar with the permission of the Kingdom Seneschal and the Kingdom Calendar Officer. Atenveldt law states that a copy of the six-month view of this calendar is to be published in every issue of **Southwind**. The calendar that is published in the **Southwind** is the official copy of the Kingdom Event Calendar. The online version of the calendar is not to be considered an official copy at any time.

### **Q. Are all SCA events listed on the Kingdom Event Calendar?**

**A:** No. Only a Kingdom Calendar Event may appear on the official Kingdom Event Calendar.

A Barony, Shire or College may hold three different types of events:

- 1) Kingdom Calendar Events,
- 2) Locally Publicized Events, and/or
- 3) Populace Meetings (these include fighter practices, demos, officer meetings, etc.).

Each event type has specific guidelines that the SCA group must follow when publicizing and holding the event and spending SCA funds for the event. In the case of a Locally Publicized Event or Populace Meeting, many official SCA activities cannot be conducted. A full explanation of the differences between the three types of events an SCA group can hold is provided in the “Atenveldt Event Guidelines” found on the **Event Administration** page of the Kingdom website.

## **Q. What is a “Kingdom Event”?**

**A:** Atenveldt Kingdom Law lists seven Kingdom Calendar Events that the Kingdom (not a Barony, Shire or College) must hold each year:

- Two Crown Tournaments
- Two Coronations/King’s and Queen’s Champion events
- A Kingdom Arts and Sciences Competition
- A Kingdom Arts and Science Collegium
- Estrella War Treaty Negotiations

The first weekend of each month reserved on the Kingdom Event Calendar to hold one of these events. These weekends remain Kingdom Event Weekends unless cleared by the Kingdom Seneschal and the Crown. Estrella War Treaty Negotiations is the one exception and is a private meeting held the 3<sup>rd</sup> weekend in October.

The autocrats and location used for Kingdom Events are determined by a “bid” system.

Bids are submitted to the Kingdom Financial Committee (KFC) six months prior to the Kingdom Event by autocrats and individuals or local SCA Groups who wish to host the event. The KFC then selects and approves the most qualified bid, and the Kingdom assists with running the event.

**NOTE:** In May, 2003, a new Atenveldt Kingdom Law was implemented requiring that each of the six Baronies share responsibility for getting a bid submitted for one of the six Kingdom Events that Atenveldt is required to hold each year (Estrella War Treaty Negotiations is not included). A “sponsoring Barony” is responsible for soliciting and getting viable bids to the Kingdom Financial Committee for a particular Kingdom Event, and may not necessarily be responsible for hosting the event itself. Baronies must therefore come to the Kingdom Calendar Meeting with a decision as to which of the six Kingdom Events they have selected to “sponsor” in soliciting bids.

## **Q. How do events get onto the Kingdom Event Calendar?**

**A:** The Kingdom Calendar Officer is responsible for establishing, maintaining and publishing the Kingdom Event Calendar for each year.

Here's how it works:

1. All required Kingdom Events (Estrella War, Crown Tournaments, Coronations, Kingdom Arts and Sciences Competition, etc.) are placed on the calendar as defined in Kingdom Law, along with the text "BID DUE" and a date to remind people of the deadline for submission of bids to the Kingdom Financial Committee for that event.
  2. An annual Kingdom Calendar Meeting is scheduled by the Kingdom Calendar Officer and then run by the Calendar Officer and Kingdom Seneschal. The Calendar meeting is scheduled for during the King's and Queen's Champions Tournaments on the Sunday following Coronation. The next meeting is Sunday, May 3<sup>rd</sup>, 2009 then Sunday, November 8<sup>th</sup>, 2009, if needed.
  3. At the end of the prior year before the Annual Kingdom Calendar Meeting, a missive is sent to the Barons and Baronesses (if applicable) and Seneschals of all the Baronies, Shires, and Colleges informing them of the upcoming calendar meeting, and requesting sponsors for the six required Kingdom Events to be submitted. After the Kingdom Events are determined, then the Kingdom Calendar Officer will request a list of the names and dates of the remaining weekends on the Kingdom Event Calendar that their group would like placed on the calendar.
  4. Groups are asked to work out scheduling conflicts for their events before attending the Kingdom Calendar Meeting, with the understanding that scheduling conflicts that are not resolved will be worked out at the meeting.
  5. Following the Kingdom Calendar Meeting, the official Kingdom Event Calendar for the following year is published in the ***Southwind*** and on the Kingdom website.
- From that point forward, a six-month progressive Kingdom Event Calendar appears in each new issue of the ***Southwind*** and changes to the Kingdom Event Calendar are only made with special permission of the Kingdom Seneschal and Kingdom Calendar Officer. If the weekend in question is a Kingdom Event weekend, the crowns will also be involved with the request.

## **Q. What does a local group need to do before the Kingdom Calendar Meeting?**

**A:** Prior to the Annual Kingdom Calendar Meeting, the Baron and Baroness (if applicable) and the Seneschal of each SCA Group should:

1. Meet with officers and populace to compile a list of events they want on the Kingdom Event Calendar
2. Try to work out conflicting scheduling of events with other SCA Groups
3. Send their requested events/dates to the Kingdom Calendar Officer, and
4. Designate a representative to attend the Kingdom Calendar Meeting to make decisions for their group

## **Q. What happens at the Annual Kingdom Calendar Meeting?**

**A:** At the Annual Kingdom Calendar Meeting, Barons and Baronesses, Seneschals and/or designated representatives of all local groups come together to work out the Kingdom Event Calendar for the next calendar timeframe. The meeting is open to any and all event attendees and the populace is welcome. Negotiations often include groups swapping dates or moving them to create open weekends on the calendar. It is very important that all SCA groups in Atenveldt have someone attending this meeting to speak for their group. After the Annual Kingdom Calendar Meeting, the next timeframe Kingdom Event Calendar is published in the ***Southwind*** and on the Kingdom Website.

## **Q. Can events be added after the Annual Kingdom Calendar Meeting?**

**A:** The considerations and concessions made by local groups at the Annual Kingdom Calendar Meeting are important to the officers and populace in many groups across the Kingdom. Requests to add events after this meeting are discouraged unless there are substantive reasons for the change. SCA Groups wishing to add an event may send their reasons for the request, and the requested date for the new event, to the Kingdom Calendar Officer and the Kingdom Seneschal for consideration. In the case of

conflicts with an event held by another group, the views of the group with an existing event on the calendar will take precedence.

### **Q. Can event dates be changed on the Kingdom Event Calendar?**

**A:** The Kingdom Event Calendar is set far in advance to allow ample time for site searches and reservations to be made. Changes should be rare, and are discouraged unless there are substantive reasons for the change. SCA Groups that need to change the date of an event on calendar should begin by contacting the Kingdom Calendar Officer and either 1) request a list of available dates, or 2) submit several proposed new dates for their event. Requests will then be processed as follows:

1. The Kingdom Calendar Officer will check for date conflicts and contact other SCA Local Groups that have events scheduled on the same day.
2. The change will be allowed if there are no conflicts, or if any other group with an event scheduled for the same date does not have a problem with the conflict.
3. The change will be denied if there is a conflict or any other group with an event already scheduled on that date does not wish the conflict. A new date may then be requested and the date-changing process repeated, or the event may be canceled and removed from the calendar.

### **Q. How do I get my event information published in *Southwind*?**

**A:** An event must be scheduled on the Kingdom Event Calendar before an article for that event can be published in ***Southwind***. Once an event is scheduled on the calendar, the Autocrat and Seneschal must then submit 1) a properly signed Event Form, and 2) an article for the ***Southwind***.

Copies of these must be sent to the Kingdom Seneschal, Kingdom Calendar Officer, AND the Kingdom Chronicler. These items can be emailed to [southwindsubmissions@atenveldt.org](mailto:southwindsubmissions@atenveldt.org) or hard copies sent to all three offices.

The submission deadline is the 1st of the month before the ***Southwind*** cover date (i.e., if the event is scheduled for August 15th, you must submit a signed Event Form and article by July 1st, if you want it published in the August ***Southwind***).

The Event Form MUST have three signatures to be accepted: the Autocrat, Seneschal, & Royalty. This means Event Forms for:

- **Kingdom Events** must be signed by the Autocrat, Kingdom Seneschal, & current Crowns
- **Baronial Events** must be signed by the Autocrat, the Baronial Seneschal, & the current Baron/Baroness.
- **Shire/College Events** must signed by the Autocrat, Shire/College Seneschal, & Crown

It is the responsibility of the Autocrat and Seneschal to get all signatures on the Event Form BEFORE the form is sent, and BEFORE the deadline. Deadlines must be met, and no articles will be published without an approved signed Event Form **\*\*THERE ARE NO EXCEPTIONS\*\***. If you miss the deadlines, the event article will not be published, and the event will not be considered an official Kingdom Event. This will affect the business that can be conducted at the event, and the funds that may be spent on the event.