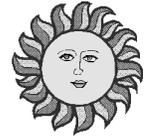


Kingdom of Atenveldt

Kingdom Financial Committee Policy



Pre-Paid Feast Policy for Atenveldt Kingdom Event Bids

***This policy applies for all Atenveldt Kingdom Events sponsored and approved by the Atenveldt Kingdom Financial Committee (KFC) except the Estrella War
Last revised 3/18/11***

An Atenveldt **Kingdom Event** is one that is sponsored solely by the Kingdom of Atenveldt, or co-hosted by the Kingdom of Atenveldt along with a Local SCA Group in Atenveldt. Seven **Kingdom Events** are mandated by Kingdom Law, and are placed on the calendar and held every year. Others may be added to the calendar if appropriate bids are submitted and approved.

Examples of Kingdom Events:

Estrella War
Coronation/King's and Queen's Champion
Crown Tournament/Aten Warlord Tourney
Kingdom Arts & Sciences Competition
Kingdom Collegium

The Event Stewards, feast stewards, and location used for **Kingdom Events** are determined by a "bid" system. Event Stewards and Local SCA Groups who wish to host a Kingdom event first create a bid and send it to the Kingdom Financial Committee (KFC). The KFC then selects and approves the most qualified bid for each event, and the Kingdom assists with running that event. If a Local SCA Group co-hosts the event, profits from the event are split 50/50 between the Kingdom and the Local SCA group that hosts the event.

The policy explained in this document *only* applies to bids for **Kingdom Events** that are submitted to the Atenveldt Kingdom Financial Committee (KFC). It does not apply to feasts included in Baronial, Shire, or College sponsored events in the Kingdom of Atenveldt.

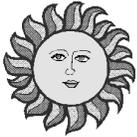
The KFC will only advance and reimburse funds to cover feast costs for a feast at a **Kingdom Events** when the below feast guidelines are followed.

While an Event Steward/feast steward's requests for exceptions to this policy will be considered (and may be allowed), they must be submitted and approved in writing by the KFC before they are implemented *and before any costs are incurred*. If non-budgeted/non-approved expenditures are submitted, the request must be accompanied by a written explanation, and the KFC will consider (but may or may not approve) the reimbursement.

I. Pre-Paid Feast Policy and Implementation

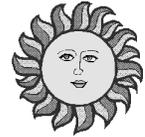
The Kingdom Financial Committee has a policy that pre-paid feast reservations are required for all Kingdom Events unless otherwise approved. The following guidelines explain how this pre-paid feast policy is implemented:

- A. Separate the Site and Feast Fee:** The KFC wishes to allow attendees with special dietary needs to choose whether or not they wish to pay feast fees, so a combined Site and Feast fee may not be



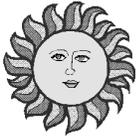
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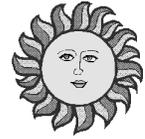
used for Kingdom Events. The KFC will *only* consider an exception to this guideline if the combined Site and Feast fee is a nominal amount considered too small to split into a Site and Feast fee. For example, a Crown Tourney Site/Feast fee of \$2.00 that includes a luncheon Soup Kitchen open to all attendees would be considered.

- B. Fees are Collected Before the Event:** Feast reservations must be *postmarked or received in person* 15 days prior to the event, and must be accompanied by:
1. A properly completed check or money order, or collected in cash.
 2. A phone number to reach the person making the reservations
 3. The **modern** names of the feasters
 4. Whether they are adult or child reservations.
 5. Whether they are complimentary/compensated reservations
- C. Officers Who May Collect Funds:** Only the following officers will be authorized to receive and collect pre-paid and complimentary/compensated feast reservations for Kingdom Events and/or sell or manage feast reservations at the event:
1. Exchequer for the Local Group that is co-hosting the Kingdom Event, or
 2. The Kingdom Exchequer, or
 3. A designated Deputy Kingdom Exchequer.
- D. Reporting to Feast Steward Before the Event:** The officer taking reservations shall report the number of pre-paid and complimentary/compensated reservations to the Event Stewards and feast steward of the event once a week until 15 days before the event (when pre-paid reservations are closed and a final number is computed)
- E. Tracking Reservations:** Feast reservations will be tracked on a standard Pre-Paid Feast Reservation form provided by the Kingdom Exchequer. This same form must also be used at the Gate at the event to track the following:
1. Pre-paid reservations picked up
 2. Complimentary/compensated reservations picked up
 3. Number of reservations available for sale
- F. Selling Extra Seats:** Extra feast seats will be available for purchase at the event at the Gate. The number sold onsite shall be the difference between the Maximum Number Of Feasters, and the number held by pre-paid or complimentary/compensated reservations.
- G. Transferring a Reservation:** Paid feast reservations may be transferred to another feaster if:
1. The person holding the reservation AND the person using the paid reservation appear together at the Gate/site table asking for the reassignment, OR
 2. A written, signed note from the person holding the paid reservation is presented at the Gate/site table requesting the reassignment. The Group Exchequer will retain this note at the Gate with the receipts for the feast.



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- H. **Open Two Hours Before Feast:** Pre-paid feast reservations and complimentary/compensated feasts must be picked up two hours before the announced start of the feast, or those seats will be sold by the Gate.
- I. **Refunds:** Refunds will only be given when the reservation was sold to another person, i.e., if a reservation is not used, the person owning the reservation must transfer the reservation to someone else who uses it, or offer it for sale at the gate. Once sold it may be refunded to the original purchaser.

II. Standard Feast Text for Kingdom Event Articles

The following standard text will be included in ALL *Southwind* articles for Kingdom Events that include a feast:

THE [INSERT EVENT NAME] FEAST!

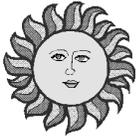
A feast for [INSERT MAX NUMBER] will be offered for [INSERT FEAST FEE AMOUNTS]. Paid feast reservations must be *received* no later than [INSERT DATE 15 DAYS BEFORE EVENT], and include the names of the feasters, whether child or adult, and a check/money order made out to [INSERT THE PAYEE GROUP NAME]. Send reservations to [INSERT DESIGNATED EXCHEQUER NAME, ADDRESS, PHONE] There is a fee for returned checks. Some feasts will be available for purchase at Gate. Paid reservations may be transferred if the person with the reservation AND the person using it appear together at the Gate asking for the reassignment OR a written, signed note from the person holding the paid reservation is presented at Gate (the note will be retained at the Gate). Reservations that are not picked up two hours before the start of the feast at [INSERT START TIME] will be resold.

III. Kingdom Event “Bid” Guidelines for Feasts

All bids sent to the Kingdom Financial Committee for approval must follow the feast guidelines explained in this policy if a feast is proposed as part of the Kingdom Event.

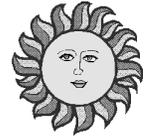
A. Style, Content or Theme of Feast

1. The feast bid should explain the following:
 - a. Name(s) of the feast steward/cooks
 - b. The intended method of serving the feast, (i.e. individual servers, buffet style, etc.)
 - c. The proposed menu
 - d. The theme of the feast (if applicable)
2. Feast stewards are encouraged to plan to make ingredients available upon request, and to provide a menu notation when meat, pork, nuts, and/or alcohol are used. There is no requirement that alternative menu selections be provided.



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B. Non-Paying (Complimentary/Compensated) Feasts

1. With some pre-approved exceptions, the Kingdom Financial Committee allows a Kingdom bid to provide a non-paying (complimentary/compensated) feast for the following people:
 - a. Crown/Heirs (maximum of 4)
 - b. Event Stewards (maximum of 2)
 - c. Hall steward (maximum of 1)
 - d. Feast Servers (maximum of 5% of feasters or 10 -- whichever is greater)

This makes the **Max Complimentary/Compensated Feasts Allowed** equal to 17 people. In addition, the specific complimentary/compensated feasters must be named in the bid, i.e. Crown, heirs, servers, etc.

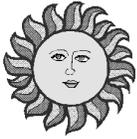
2. The Event Steward should provide a complete list of Complimentary/Compensated Feasts to the Feast Steward prior to making the feast bid so the additional meals may be included in the feast budget. The list does not need to identify those listed by name, unless known.
3. When the Financial Committee for the Hosting group or the Kingdom approves giving a complimentary feast to additional people (for example, a visiting Crown from another Kingdom or a Society Officer or Ombudsman), then the complimentary feast fee(s) will be charged to that group (the fees will be deducted from the final profit given to that Hosting group/Kingdom). The feast steward will not be liable for the cost.
4. To *use* a complimentary/compensated feast, the complimentary/compensated feasters must:
 - a. Make a complimentary/compensated reservation for the feast by the published deadline.
 - b. Pick up their complimentary/compensated reservation at the event no later than two hours before the feast begins, or the reservation will be sold at the site table.

C. Maximum Number Of Feasters

1. The bid must provide a **Maximum Number Of Feasters**. This may be an estimate of the expected number of feasters, OR the maximum number of feasters that the feast steward is willing to feed. The **Maximum Number Of Feasters** provided in the bid will be used in the event article, i.e., "A feast for [INSERT NUMBER] will be offered..."
2. The bid must break down the **Maximum Number Of Feasters** into the following:
 - a. Estimated Total paying adults
 - b. Estimated Total paying children
 - c. Estimated Total Non-paying (Complimentary/Compensated) feasts (up to 17)

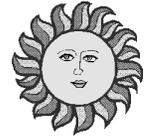
D. Working out the Feast Cost

The following costs must be estimated and provided in the event bid:



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1. **Per-Person Cost:** A reasonable estimate of the **Per-Person Cost** for the feast must be provided. *The per-person cost may not exceed \$8 per person.*
2. **Maximum Number Of Feasters:** An estimate of the expected number of feasters must be stated in the bid OR the maximum number of feasters who the feast steward is willing to feed must be stated. This number shall be used as the **Maximum Number Of Feasters** explained in the article, i.e., "A feast for [INSERT NUMBER] will be offered..."
3. **Estimated Total Cost of the Feast:** The total feast cost must be stated in the bid. This is computed as:

**Per-Person Cost MULTIPLIED BY Maximum Number Of Feasters
PLUS One Time Cost of Kitchen/equipment/Supplies
MULTIPLIED BY 1.10**

NOTE: The “Estimated Total Cost of the Feast” computed here, or the superceding “**Estimated Total Cost of the Feast**” computed 15 days before the event, is the maximum dollar amount that the Kingdom Financial Committee will advance or reimburse to the Feast steward/ Event Steward for the feast. Feast stewards must be aware of this maximum when spending advanced funds, or monies they intend to ask that the Kingdom reimburse.

E. Setting the Feast Fee

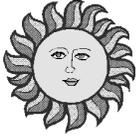
1. Feast fees for adults must be stated in the bid and set to:
 - a. Cover the per-person feast cost plus \$2.00 (*the per-person feast fee should not exceed \$10 per person*), and
 - b. Provide the extra cost needed to cover all complimentary/compensated feasters
2. Feast fees for children must be stated in the bid.

F. Advanced/Reimbursed Funds and Re-computing the Maximum Feasters

1. Fifteen days before the event, the feast steward and exchequer collecting pre-paid feast reservations shall re-compute the **Maximum Number Of Feasters** as follows:
 - a. Pre-paid Reservations PLUS
 - b. 20% of Pre-paid Reservations PLUS
 - c. Complimentary/compensated feast reservations.

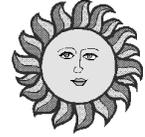
Feast stewards will be asked to only purchase supplies and cook for the **Maximum Number Of Feasters** determined with this computation.

2. If advance funds are requested, the Kingdom Exchequer shall then advance funds for the feast based on the new **Maximum Number Of Feasters** (and corresponding **Estimated Total Cost of the Feast**) computed for the event.



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Note: One half (50%) of the determined feast cost may be advanced 45 days before the event date. The remaining balance required to prepare the estimated number of pre-paid feasts may then be advanced when pre-paid reservations close (15 days before the event).

3. The Feast Steward must submit all receipts to the Kingdom Exchequer within 14 days of the event along with the reconciled cash advance form.

G. Computing the “Threshold Seats Needed to Cover Costs”

The bid must state the number of **Threshold Feast Seats to Cover Costs** to show the break-even point for the feast. This is computed as follows:

**Maximum Number Of Feasters MULTIPLIED BY Per Person Cost
DIVIDED BY Adult Feast Fee**

EXAMPLE: A feast for 100 people that costs \$6.50 per person, and charges a feast fee of \$8.00 would have a **Threshold Feast Seats to Cover Costs** computed as:

$$100 * \$6.50 / \$8.00 = 81.25 \text{ or } 81 \text{ people}$$

This means 81 people must buy the feast at \$8.00 for a feast for 100 people to break even. If more than 81 buy the feast, the extra is profit.

Approved by the Atenveldt Kingdom Financial Committee on this, the 18th Day of March, XLV, Anno Societatis, Being the Year 2011 in the Common Reckoning.

In Service,

Morwenna teg y Caernarvon, OP

Atenveldt Kingdom
Chancellor of the Exchequer