ADRIAN EMPIRE
IMPERIAL ESTATES WRIT #32
PROCEDURE FOR AUTOCRATING SPECIAL EVENTS

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PREFACE

While Autocrating any Event, there are several steps that must be taken to ensure that you are staying within organizational and mundane guidelines.   This document outlines and defines those steps. Attached is also a convenient checklist and Event expense report.

I.   PROPOSAL AND AUTHORIZATION

First, you must receive authorization from your Crown at least 30 days prior to the Event. In the case of an Imperial Event, this would be the Imperial Crown. For large scale Events, the Crown may choose to take bids. Your bid should include the following:

A.   A budget outlining all costs for the Event (described fully later in this document)
B.   The proposed site with address and directions (Pictures are also helpful)
C.   A list of all proposed autocrats (include if they may be working toward earning a DI)
D.   Dates of the Event
E.   A list of proposed activities (especially if they will take extra time to set up)
F.   Contact information for contracts (if needed)
G.   Any other information you feel might help them make a decision (your experience with Autocrating events, mundane experience, increased availability due to vacation, etc.)

II.   BUDGET

Once the Crown has approved your Event, you must submit a budget to the Estates for approval. All budgets must be approved prior to making any expenditure. Your budget must include the following:

A).   A full breakdown of expected expenditures (include site rental, refundable deposits, port-a-potty rental, equipment rental, prize costs, food costs…basically anything you think you might spend money on) . The final proposed amount should be listed as an "amount not to exceed". It is always fine to not spend every penny you asked for, but you may not, under any circumstances spend more than the approved amount. Any money spent over the approved amount will come out of your pocket and may not be reimbursed.

In the case of Imperial budgets, a standard amount has already been approved for those Events and Feasts that the Empire is required to sponsor on a regular basis. Refer to the Imperial budget for those amounts. If you need more funds than those previously approved, you must request them, in writing, from the Imperial Crown. Depending on the amount, the Imperial Crown may insist on placing your request before the Imperial Estates for approval prior to authorization.

B).   There must be a line item that explains how you will recoup the costs.   The easiest way to do this is by using a simple formula:

Total anticipated cost/Average expected attendance=Site fee per person

Example: You want to spend $600 on a feast. Generally 60 people or so attend the feasts in your area. Divide 60 into 600 equals $10 per person site fee.   This is the minimum amount you should charge for this feast; otherwise you are not operating within mundane requirements for recouping costs for 501c3 organizations and could endanger our tax status.

A Directed Fundraiser held prior to the event may be used to lower the site fees. For example, if an event is expected to cost $1200, 75 people are expected to attend, but a raffle held expressly to reduce fees for that event previously raised $400, the minimum site fee would be ($1200 minus $400) divided by 75 = $800 divided by 75 = $10.67. Remember that this is a minimum and it is perfectly acceptable to not only round up to a whole dollar amount, but to charge more if desired.

Directed Fund Raiser: Should a Chapter determine a need to raise funds to cover a loss, or sponsor a Chapter function (such as Walk-A-Thon), or build funds for a specific reason such as purchase a Chapter pavilion - repair Chapter chattel goods - purchase loaner fighter gear - the reason must be identified PRIOR to the fund raiser and must be specifically conveyed to anyone prior to accepting their money. For example, if you are raising funds for a pavilion or a feast, those contributing money (buying a raffle ticket, sponsoring an event, buying a fundraising item) must know that the proceeds are going to buy the pavilion or reduce the cost of the feast, not just going to Adria or to the Adrian Chapter.

It is recommended that any Directed Fundraisers be discussed and approved by the Chapter Estates and if any cost is required for the fundraiser (such as buying goods to later sell), then it MUST be approved by the Estates either directly or by having been approved as part of a budget. The funds earned must be identified as Restricted Funds and spent only for the subject identified before the fund raiser. Any and all expenses for this fund raiser must be identified. The net Restricted funds must be identified on all finance reports and deducted from the General Fund as available funds. If, after all funds have been expended and the reason for the Restricted Funds has been fulfilled, there is a balance remaining, the Chapter Estates may elect to return the balance to the General Fund.

A. FREQUENTLY ASKED QUESTIONS

Question: What happens if only 40 people show up?   Am I responsible for the cost?
Answer: No, so long as you can show that your Chapter feasts have an average attendance of 60 people and you have reasonably tried to get people to come to your feast, you have shown due diligence.

Question: The site we use for our monthly events charges $50 to use. Do we have to collect site fees to cover this?
Answer: Yes. If you have an average anticipated attendance of 25 people, and you spend no other money to run the Event, you should charge $2 per person site fee minimum.

** At least one Kingdom charges a yearly Chapter membership to cover this cost, so they do not have to pay monthly fees. It's easier for them to pay a year up front, rather than a few dollars here and there.   This also helps to distribute these fees more evenly throughout the Chapter. **

Question: Can we charge extra money so the Chapter increases its coffers?
Answer: It depends. If you need to cover administrative costs, storage rental fees, post office box fees, or other reasonable fees necessary to run the Chapter, you can apply excess site fees to those costs. You cannot charge extra site fees based on a desire to make a gross profit for your Chapter. If you do experience excess revenue due to increase in attendance for a specific Event or Feast, that is okay, but it must be notated in your Steward's Monthly Report.

Question: Can we charge mundane organizations to do Demo's for them?
Answer: No, but they can offer to donate money to your Chapter, or you can ask to put out donation boxes.   We cannot require a fee in exchange for a Demo for the general public though.

III.   EVENT PREPARATION

You should make sure that you contact all necessary personnel prior to the Event.   This includes all Ministers, Estates holders, the Crowns, and anyone who must be at the Event. You should also send an announcement to the Imperial Newsgroups and Newsletter, so people from neighboring areas are informed about your Event (This is not required, but it sure is cool to know when other people's Events are in case you feel like making the trip to visit). If you have the ability, post your Event in your local Yahoo Group calendar with automatic reminders, so you do not have to keep reposting the Event notice. Also, if you plan on having special Combat, Archery, or Arts, post it with enough time for people to be prepared. Include site fees in your post. If it is a large Event, provide for pre-registrations to cut down on sign in time. Make sure that all necessary equipment is available and someone is responsible for ensuring it makes it out to the site. If you need a contract for the site, get with your crowns for signatures and make sure the Imperial Steward receives a copy. Make arrangements with the local Steward (Imperial for Imperial level Events) to meet with you to write checks for anything you do not have personal funds to cover. In many instances, they can write checks directly to the vendor.   If you plan on giving out site fees, prizes, or special gifts, make sure you have them several days prior to the Event. Do not pull an all-nighter the night before the Event to finish up things that were not completed. If something did not get done, and it's not important, don't worry about doing it if you are coming up on the last minute. It's not worth the stress. If you have the availability, you can call the members of your Chapter to remind them that there is an Event coming up. It is best to do this a few days prior to the Event.   Also, posting a schedule for the day is very helpful, for members attending the Event and for you! Always ask the Crowns when they would like to hold Court.   Talk to the Herald to see if there is anything scheduled for Court that might take extra time, like a Knighting ceremony. Include it in the schedule.

IV.   EVENT DAY

Relax…you're almost done. Don't sweat the small stuff. If you need help with something, be sure to ask. Don't try to do everything yourself. If something does not seem to be going right, ask the Crowns or a Senior Knight for help or advice—that's what they are there for! Be prepared for things to go wrong; they will…Events are never perfect, but good preparation can keep you from freaking out. Get to the site early for set-up. Be prepared to stand in Court and announce your Event and the order of the day. Also, do not plan on participating in the Event unless there is someone else who has agreed to be responsible for issues while you are unavailable. If you are giving out prizes at the end of the day, make sure to set everything up about 20 minutes before closing Court begins. Set prizes up, in order, on a table and get a list of winners from the Rolls Minister.   This way you are not fumbling through the Court and wasting time trying to find things. Stay on site until everyone has packed up and left.   If you need help taking down things that were used for the Event, like the list field, ask for assistance. Before you leave the site, do a walkthrough to pick up any lost items or trash. If your Event is a feast, make sure you have people designated to help you clean up, wash dishes, and take out trash.

V.   AFTER THE EVENT

Ensure that all site fees collected are received by the Steward. For local events, the local Steward must receive all site fees, donations, and receipts.   For Imperial events, the Imperial Steward must receive everything. You may not spend any money collected in the form of site fees on the event. They are used solely to recoup approved expenditures.   Make sure the Rolls Minister received all of the sign-in sheets, combat tress, arts and archery forms, etc. Ask the Crowns if they are satisfied with the job you did running the Event…they are, after all, the people who award the Ministry point's and DI's. At this time, send the Crowns your recommendations for Ministry point's and DI's as well.   They may not award everything you asked for, but they will consider what you send them. If this was a large Event, it is always a good idea to hold a debriefing meeting where you reflect on what things worked, what didn't, and what would make it easier to do the same Event next time. Write down your recommendations and use them when Autocrating future Events.

If you are ever confused, have questions about the legality or procedure for something, or feel lost, make sure to ask the Crowns for help.   They would rather you asked and did it right, than didn't ask and left a mess for them to deal with.

APPENDIX A: AUTOCRAT CHECKLIST

- ☐ Choose an Event to autocrat
- ☐ Get Crown Approval
- ☐ Submit Bid (if necessary)

- ☐ Submit Budget to the Estates/Imperial Crown (at least 60 days prior to the Event)

- ☐ Make announcement (30 days prior to the Event)
- ☐ Contact Ministers, Estates Holders, and special guests (30 days)
- ☐ Send Imperial Announcement/Invitation (optional for local Events)
- ☐ Post in Yahoo Group Calendar with automatic reminders (optional)
- ☐ Post "special" instructions (15 -30 days prior to Event. 30 if for Arts)
- ☐ Post pre-registration forms (optional, but highly recommended)
- ☐ Get Contract signed and send copy to Imperial Steward (30 days prior)
- ☐ Make sure everything is paid for (make appt. with Steward if needed)
- ☐ Arrange for assistance with getting required items to Event (15 days prior)
- ☐ All prizes, site tokens, special items are purchased (7 days prior)
- ☐ Post schedule
- ☐ All food items are purchased (48 hours prior)
- ☐ Call members (optional-24-48 hours)
- ☐ Sleep (night before Event)

- ☐ Arrive early at site (day of Event)
- ☐ Announce order of the day (opening Court)
- ☐ Ask for help (as needed throughout the day)
- ☐ Be available (as needed throughout the day)
- ☐ Set-up for prizes (20 minutes before closing Court)
- ☐ Stay on site (until everyone has finished packing up)
- ☐ Walk the site (just before leaving to check for trash and lost items)

- ☐ Make sure the Steward received all site fees, donations, and receipts (Within 72 hours of the Event)

- ☐ Make sure the Rolls Minister received all forms (within 72 hours of Event)
- ☐ Send Ministry recommendations to the Crown (within 1 week of Event)
- ☐ Ask Crowns for their opinion of Event (within 2 weeks of Event)
- ☐ Hold meeting to debrief for Event (recommended for large Events, but can be used for any Event--within a month of the Event)

- ☐ Ask questions about legalities, confusion, concerns, etc. (anytime during the autocrating process)

APPENDIX B: FINANCIAL EVENT REPORT

Event: _____

Date of Event: _____

Autocrat: _____

Advance Received		**Date Advance**	
Date Advanced		**Returned**	

Income:

Contributions Income	
Site Fees	
Food Fees	
Total Income	$ -

Expenses:

Site Costs:

Site Damage Deposit		Date paid:	
Site usage fees		Date	
refunded: Permits - other			
Equipment rentals			
Total Site Costs:	$ -		

Supplies: **(Purchaser's Name)**

(Store Name)		(Purpose or Budget
(Store Name)		item) (Purpose or
Total:	$ -	Budget item)

Supplies: **(Purchaser's Name)**

(Store Name)		(Purpose or Budget
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Total:	$ -	Budget item)

Supplies: **(Purchaser's Name)**

(Store Name)		(Purpose or Budget
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Total:	$ -	Budget item)

Supplies: **(Purchaser's Name)**

(Store Name)		(Purpose or Budget
(Store Name)		item) (Purpose or
Total:	$ -	Budget item)

Total Expenses:	$ -
Profit / Loss:	$ -

Notes: _____