

PRINCIPALITY OF CYNAGUA
EVENT REPORT - INSTRUCTIONS

<u>SECTION</u>	<u>WHAT GOES THERE</u>
<i>Event</i>	The event covered by this report. ("Spring Coronet 2005"; "Demo at Central High School", etc.)
<i>Event Date</i>	The date(s) the event covered (May 27-30, 2005; April 22, 2005; etc.)
<i>Type of Event</i>	A short general description of the type of event – "Coronet Tournament" "local war with a feast afterward" "demonstration of period arts and sciences" etc.
<i>Name(s) of Sponsoring Group(s)</i>	If more than one group (Shire, Province, etc.) was involved in hosting the event, list them all, starting with the official sponsoring group.
<i>Autocrat Information</i>	Names and contact information for the autocrat for this event.
<i>Site Contact Information</i>	Contact information for the site that was used for this event.
<i>Person(s) who reconciled the gate count</i>	The name(s) of the person or people who reconciled the gate count.
<i>Attendance</i>	The actual count according to the gate sign-in sheets.
<i>Moneys received</i>	The money that was taken in at gate. List the total collected non-member surcharges separately from the regular gate fee total.
<i>Person responsible for forwarding NMS to Kingdom</i>	This is the person who accepts the responsibility for delivering all non-member surcharge monies collected to Kingdom.
<i>Date NMS monies were forwarded to Kingdom</i>	The date the money was actually mailed or hand-delivered to the Kingdom Exchequer
<i>Verified by</i>	Someone who can verify that the NMS monies were mailed or delivered.
<i>Gate fees deposited at:</i>	The bank, credit union, or other repository used by the host group(s)
<i>By:</i>	The person who made the deposit
<i>Problems of note in regards to Gate Count:</i>	Any major problems encountered while trying to reconcile the gate receipts to the gate sign-in sheets.
<i>Person who took possession of the site waivers for the event:</i>	The person who actually carried the site waivers off site

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<i>Person responsible for forwarding waivers to Kingdom:</i>	The person who accepts responsibility for mailing or hand-delivering the waivers to the Kingdom Constable.
<i>Date waivers were forwarded to Kingdom:</i>	The date the waivers were mailed or hand-delivered to the Kingdom Constable
<i>Verified by:</i>	Someone who can verify that the waivers were mailed or delivered.
<i>Event Expenses:</i>	All expenses incurred for this event, sorted by the categories listed. (Note: this table was copied almost completely from the Exchequer's Handbook.) If the group's Exchequer files an Exchequer's Event Report, this section can be skipped. Be sure to check the box following this section to indicate a report was filed.
<i>Comments:</i>	Any event- or report-related comments by the autocrat or the person completing this report.
<i>Event Report completed by:</i>	If this report was not completed by the Autocrat, enter the information for the person who completed the report.
<i>Signature and date</i>	Signature of either the autocrat or the person completing the report.