

ATLANTIA AUTHORIZATION REQUEST TO USE THE SCA, INC. REGISTRATION SYSTEM (SCA-rs)

Event Info	Name of Event				
	Start Date and Time of Event			End Date and Time of Event	
	Event Website				
	Kingdom				
	Sponsoring Group (if not Kingdom)				
Staff Info	Autocrat: Legal Name				
	Autocrat: email				
	Reservations: Legal Name				
	Reservations: email				
	Exchequer: Legal Name				
Exchequer: Phone and Email					
Group and Address where to send the check					

Pre-Reg Open Date		Early Pre-Reg Closes	
Pre-Reg Closes Date		Last Date to Request Refunds	
Max Cap	Adult Member Pricing 18+	Youth Pricing (-)	Child Pricing (-)
Day-trip Early Pre-Reg			
Day-Trip Pre-Reg			
Weekend Early Pre-Reg			
Weekend Pre-Reg			
Feast/On Board			
Cabin Top			
Cabin Bottom			
Tenting			
Group Camp Name			
Other Fees:	Max Cap	Cost	Other Fees:
Merchant			Max Cap
			Cost

There will be an additional \$5 non-member surcharge added to the cost for those adults that do not have a current membership.

Financial committee of the local group needs to verify that the local group is supportive of using the SCA Online Reservation System (SCA-rs) and that the revenue received will be minus the 3% transaction fees and the \$ one-time event usage fee.

Date FinCom approval	Seneschal (Legal Name)	Signature

Include a list of Comps with this form for manual registration. Request for comps other than those provided will not be approved without coordination with the group.

Include any list of group camp names if group camping is included.

Please send a copy of the approved flyer with the pricing structure along with this form to your Kingdom Deputy in charge of SCARS: atlantia-rsdeputy@sca.org and kingdom exchequer.

KINGDOM OFFICE USE ONLY

Approved by Kingdom Exchequer on: _____ Event ID # Assigned: _____

Kingdom Deputy Legal Name: _____
for Online Phone Number: _____
Registrations Email Address: _____

Kingdom Deputy must email copy of the completed form to: mazelle@sca.org

CORPORATE OFFICE USE ONLY:

Received at Corporate Office on: _____

Funds reconciled on (Date): _____ Check mailed to group on: _____