

POST-EVENT STEWARD'S REPORT

Submit to Seneschal within one month of event

Document Version: 1.0 Date: 4/14/2026

I. EVENT INFORMATION

Event Name: _____
Event Date: _____
Event Location/Site: _____
Sponsoring Group: _____
Event Steward: _____
Report Date: _____

II. ATTENDANCE

Registration Numbers

Pre-Registered: _____	At-Door: _____
Total Adults: _____	Total Children: _____
Members: _____	Non-Members: _____
Day-Trip: _____	Overnight: _____
Total Attendance: _____	
Expected Attendance (from bid): _____	

Feast Attendance

Feast Tickets Sold: _____ Feast Capacity: _____

Attendance Notes

Any notes on attendance patterns, peak times, or issues with registration:

III. FINANCIAL SUMMARY

Attach detailed financial report from Gate/Exchequer.

Revenue

Site Fees Collected: \$ _____
Feast Fees Collected: \$ _____
Other Revenue: \$ _____
Total Revenue: \$ _____

Expenses

Site Costs: \$ _____

Feast Costs: \$ _____

Supplies & Miscellaneous: \$ _____

Equipment Rental: \$ _____

Insurance Costs: \$ _____

Non-Member Surcharge (to Kingdom): \$ _____

Total Expenses: \$ _____

Summary

Net Profit/Loss: \$ _____

Kingdom/Baronial Share (if applicable): \$ _____

Budgeted Profit/Loss (from bid): \$ _____

Financial Notes

Explain any significant variances from budget:

IV. OFFICER & STAFF REPORTS

Check box for each applicable report that has been received. Attach copies of all reports.

Reports Received

- Gate/Exchequer Financial Report
- Herald/Court Report

Marshal's Report Summary

- Marshal in Charge Report Received
- Minister of the Lists Report Received

Summarize martial activities and any incidents:

Number of Fighters (Heavy): _____

Number of Fighters (Rapier): _____

Number of Fighter Authorizations (Heavy): _____

Number of Fighter Authorizations (Rapier): _____

Number of Archers: _____

Number of Thrown Weapons: _____

Other Martial Activities: _____

Injuries or Incidents: _____

A&S Report Summary

A&S Coordinator Report Received

Summarize A&S activities, competitions, and classes:

Number of A&S Entries: _____

Number of Classes Held: _____

Competition Winners: _____

Children's Activities Report Summary

Children's Activities Report Received

Summarize children's activities:

Number of Children Participated: _____

Number of Volunteers: _____

Activities Offered: _____

Newcomer's Activities Report Summary

Newcomer's Activities Report Received

Summarize newcomer activities and outreach:

Number of Newcomers: _____

Contacts Collected: _____

Activities/Resources Provided: _____

V. ACTIVITY RESULTS & RECOGNITION

Tournament Winners

Heavy Tournament: _____

Rapier Tournament: _____

Archery: _____

Thrown Weapons: _____

Other: _____

Other Recognition

Awards given, special recognitions, or other announcements made in court:

VI. EVENT STAFF

List all staff who served at this event.

Position	Name	Notes
Emergency Deputy		
Head Cook		
Kitchen Clean Up		
Reservationist/Gate		
Marshal in Charge		
Minister of the Lists		
Event Herald in Charge		
Web Minister		
A&S Coordinator		
Children's Activities		
Newcomer's Activities		
Site Steward		
Hall Steward		
Accessibility Officer		
Royal Liaison		

Volunteer Recognition

List any volunteers who went above and beyond or deserve special recognition:

Staffing Issues

Note any positions that were understaffed, overstaffed, or had issues:

VII. CHILDREN'S ACTIVITIES

Number of Children Attended: _____ Number of Volunteers: _____

Age Ranges Served

- Ages 0-5
- Ages 6-12
- Ages 13-17

Activities Offered

List the activities provided for children:

What Worked Well

Describe successful aspects of children's activities:

Issues or Concerns

Note any problems, incidents, or areas for improvement:

Supplies & Equipment

Note supplies used and any items needed for future events:

VIII. NEWCOMERS

Number of Newcomers Attended: _____

Contact Information Collected (count): _____

Newcomer feedback or observations:

- Newcomer contact list provided to group Chatelaine for follow-up

IX. SITE EVALUATION

Site Rating

Rate the following aspects of the site (1=Poor, 5=Excellent):

Overall Site Quality: 1 2 3 4 5	Kitchen Facilities: 1 2 3 4 5
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Hall/Indoor Space: 1 2 3 4 5	Restroom Facilities: 1 2 3 4 5
Fighting/Outdoor Space: 1 2 3 4 5	Parking: 1 2 3 4 5
Accessibility: 1 2 3 4 5	Site Staff Cooperation: 1 2 3 4 5

Site Issues

Describe any problems with the site or site staff:

Site Recommendation

- Would recommend this site for future events
- Would NOT recommend this site (explain below)

X. EQUIPMENT & RENTALS

Group Equipment Used

List any group equipment used and its condition:

Equipment Issues

Note any equipment that needs repair, replacement, or was damaged:

Rental Equipment

List any rented equipment and note any issues:

XI. SAFETY & INCIDENTS

- No injuries or safety incidents occurred
- Injuries or incidents occurred (describe below)

Incident Details

Describe any injuries, safety issues, conflicts, or incidents requiring intervention:

Incident report filed with Kingdom Seneschal (if required)

XII. SCHEDULE & TIMELINE REVIEW

Schedule Effectiveness

- Schedule worked well as planned
- Schedule needed adjustments during the event

Describe any schedule issues, delays, or timing problems:

Royalty/Nobility Feedback

Note any feedback from Royalty, Nobility, or their households:

XIII. LESSONS LEARNED

What Worked Well

Describe aspects of the event that were particularly successful:

What Could Be Improved

Describe aspects that did not work well or could be done differently:

Recommendations for Future Events

Specific suggestions for future event stewards or for running this event again:

XIV. ATTACHMENTS CHECKLIST

Check all documents attached to this report:

- Gate/Exchequer Financial Report
- Marshal in Charge Report
- Minister of the Lists Report
- Herald/Court Report
- A&S Coordinator Report
- Children's Activities Report
- Newcomer's Activities Report
- Signed Waivers (or confirmation of waiver handling)
- Site Walk-Through Photos (before and after)
- Newcomer Contact List
- Incident Reports (if applicable)
- Other: _____

XV. SIGNATURE

Event Steward Signature

Date

Submit this report with all attachments to the Seneschal within one month of the event.