An Tir Kingdom Newsletter, *The Crier*, Submission Guidelines

Step 1: All events must have an Event Information Form (EIF) on file with the Kingdom Calendar Deputy (calendar@antir.sca.org) before event copy can be published in *The Crier*. If you live in a principality, send your EIF (with plenty of time for processing, please!) to your Principality Calendar Deputy. The Kingdom Calendar Deputy's deadline remains the 15th of the month, two (2) months before publication.

Step 2: Send event copy to crier-copy@antir.sca.org. *The Crier* deadline remains the 15th of the month, two (2) months before your event takes place. (May 15 is the deadline for the July issue.)

Please put the EVENT DATE & NAME in the subject line. Use the body of your e-mail, or attach a *.doc, *.docx, or *. txt file (no zipped files or *.odt *.wpd or *.wps files). Simple formatting please – no indents, borders, boxes, boldface, fancy fonts, underlines, or tabs. Do NOT send multiple submissions. To conduct official SCA business at an event (presenting awards, Crown lists, etc.) event copy with the information requested below must appear in *The Crier* (Kingdom Law Article V.5).

The following information is required for publication:

- Official SCA event title (as it appears on the kingdom calendar).
- Name of the sponsoring group.
- Event dates (day, month, year).
- Mundane location of sponsoring group.
- Event Steward's name (society & modern), phone number and e-mail address.
- Hours: when the site opens & closes.
- If a registration fee is charged, the statement "Make checks payable to (group name, SCA Inc.)" must be included; international groups, please use "Make checks payable to (group name)." If there's a registration fee, the $5 member discount or any senior/military discounts must be mentioned for Adult registrations.

  The $5 Member Discount applies only to adult members (showing proof of membership). IF THERE'S NO FEE or required donation, please say so.
- Site location (mundane name, street address, town, and postal/zip code if available).
- Explicit driving directions are strongly recommended (and required for any site that has no street address). Please drive and double-check your directions.

Event copy is limited to 350 words. Extraneous language is fun but may be pruned to create room if we're tight.