

The Chronicler's Handy Form Page

Crier Event Copy Content Checklist

This checklist is intended as an aid in the proper submission of event copy to The Crier. All copy for events at which official business is to take place must contain ALL of the information below for the enlightenment of the populace, legal, insurance, and tax purposes. Event Copy must be 300 words or less, except for Kingdom Events, which may be up to 600 words. (Note: This list is an aid only, you do not need to submit it with your copy.

Required Items

- Date of the event (day and month) If the event will not be held during the Common Era year noted on the front cover of the newsletter, the announcement must also include the Common Era year.
- The time of the event: when the site opens and closes.
- The name of the sponsoring group
- The location (name, street address, and town) of the site. The postal code should also be included if available.
- The name (both society and modern) and address of the autocrat.
- If there is a fee being for the event, the statement "Make checks payable to <SCA, Inc. - Group Name>" (or for international group: "Make checks payable to <Group> must be included.)

Other Items

- Official SCA Event Title (as your event will appear on the calendar)
 - Modern Location (Use the town where the event site is located)
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