

## Six Points for Event Announcements (from Chronicler Policy)

v) Events at which official business will be conducted - such as courts, transfer of offices, and Crown or Coronet lists - must contain all of the following information:

1. Date (day, month and Common Era year).
2. The time of the event when the site (a) opens and (b) closes.
3. The name of the sponsoring group: if the group is incipient, the sponsor must be listed as well.
4. The location (name, street address, and city) of the site. If there is no street address, this must be stated clearly.
5. The name (both Society and real), address, and phone number of the autocrat. If there is a separate reservations clerk, include the reservations clerk's complete information as well.
6. (a) The statement, "Make checks payable to SCA Inc, <group name>" and (b) the cost of the event if there is a fee. The Non-member surcharge (NMS) must also be specified in the fee schedule. If there is no fee, it must be stated clearly.