

After Event Checklist

	Get the gate information from the gate leader. (Cash drop amounts, gate sheets, waivers, etc). Ensure that all monies are deposited within 48 hours of the end of the event.
	Make sure site is clean. It's a good idea to have a group of people designated as your site cleanup crew before the event even starts.
	Return any keys, arrange for deposits to be returned.
	Return items to the storage unit. Make sure to put them back where they belong. Inform the Chamberlain if anything needs to be repaired or replaced.
	Put out a lost and found email to the lists and put all lost and found into a box, label it, and put in the storage unit.
	Review the gate sheets, and the amounts of the cash drops, to make sure the numbers reconcile and to get a final count of attendance and event profit for the report.
	If required by your branch, fill out the Event Budget Report, or use the Budget Template Form and submit to the Financial Committee and Exchequer.
	Request a check for the amount of NMS that was collected, and send that, along with the Non-Member Surcharge Report to the current Non-Member Surcharge Deputy .
	Fill out the waiver submission sheet from the Kingdom Forms Page. Send 2 copies of the cover sheet and all original gate sheets and waivers to the current Waiver Secretary .
	Contact officers and people in charge of various activities for reports of their activities. (ie, Archery, Heavy Fighting, Rapier, Brewing contests, A&S, etc). Include these in your final written report.
	Provide the Events Deputy, Seneschal and Populace with a final written report of the details of the event.
	Follow up with the Baronial Herald to ensure they know about awards given at your event so they can update the OP.
	Attend the next local Council meeting to present the after event report.
	Deliver your closing report within 30 days of the end of your event
	Have a debrief meeting with your staff and thank them all. Go over what went well and what could be improved.
	Compile all your meeting notes, lists, contracts, etc. into a binder to pass on to the next autocrat of that event.

Done!