

# *Crier Copy Checklist*

## *Before you submit Crier copy*

All events must have an Event Information Form (EIF) on file with the Kingdom Calendar Deputy ([calendar@antir.sca.org](mailto: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, 2 months before publication.

## *How to submit Crier Copy*

Send event copy to [crier-copy@antir.sca.org](mailto:crier-copy@antir.sca.org). The Crier deadline is the 15th of the month, 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

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).

## *Formatting*

- The text for publication can be in the body of the e-mail, or attached as a \*.doc, \*.docx, or \*.txt file. NO zipped, \*.odt, \*.wpd, or \*.wps files.
- Simple formatting please – no indents, borders, boxes, boldface, fancy fonts, underlines, or tabs.
- Event copy is limited to 350 words.
- Extraneous language is fun but may be pruned to create room if we're tight.

## *Required Information*

The following information must be included in the copy sent to the Crier. Without this information, your copy will not be published.

- 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
- Autocrat's name (society & modern), phone number and e-mail address

- If a 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 fee, the \$5 non-member surcharge must be mentioned (see NMS policy). If there is no fee or required donation, please say so.
- Site location (mundane name, street address, town, and postal/zip code if available).
- Hours: when the site opens & closes.
- Explicit driving directions are strongly recommended (and required for any site that has no street address). Please drive and double-check your directions.

*For further information:*

1. *AnTír Calendar Policy (2010)*

<http://www.antir.sca.org/Offices/Seneschalate/CalendarPolicyJan2010.pdf>

2. *AnTír Calendar Procedures*

<http://www.antir.sca.org/Offices/Seneschalate/CalendarProceduresJan2012.pdf>