

	BARONY OF ST FLORIAN DE LA RIVIERE STEWARDED EVENT PROCEEDURE	
<i>THE PROCEEDURE IS REQUIRED TO BE FOLLOWED FOR ALL EVENTS AND DEMOS. FORM IS NOT REQUIRED HOWEVER AND IS A TOOL FOR THE STEWARD TO USE OR NOT AS THEY CHOOSE.</i>		

STEP 1	SPEAK TO SENESCHAL RE POTENTIAL DATES/FORMS
STEP 2	EVENT DETAILS/CREW – NEGOTIATE PER HEAD COSTS
	THEME
	LOCATION (ANY REQUIREMENTS?)
	BOOK HALL IF REQUIRED
	TEAM OFFICERS: <i>Marshals are required for any combat activity Constables required for all events as is the paperwork</i>
	KITCHEN
	TOURNEY
	HALL DECO
	ENTERTAINMENT
STEP 3	FILL IN PAPERWORK
	EVENT NOTICE FORM
	BUDGET SUBMISSION
STEP 4	MAKE THE EVENT REAL
	RATIFY AND APPROVE EVENT BUDGET THROUGH BARONIAL FINANCE COMMITTEE
	EVENT NOTICE TO CHRONICLER AND WEBMASTER BY 24TH OF THE MONTH AND BY 1 ST OF THE MONTH PRECEEDING FOR PEGASUS. PREFERRED IF EVENT NOTICE WAS SENT TO EVERY CHRONICLER OF A MAJOR GROUP IN LOCHAC
	CHEQUE REQUISITION FORMS FOR BOND, FOOD/EQUIPMENT ETC AND FOR FLOAT TO BE FILLED OUT AND SIGNED BY REEVE AND SENESCHAL
STEP 5	RUN EVENT (SEE “STEWARDED EVENTS” ARTICLE IF NEW)
STEP 6	BANK MONEY WITHIN THREE DAYS OF EVENT INCLUDE DEPOSIT SLIP WITH FINANCIAL REPORT
STEP 7	REPORTS TO BE FINALISED: STEWARD REPORT (INCLUDES REPORTS FROM ALL OFFICERS) FINANCIAL REPORT (INCLUDING RECEIPTS) THESE ARE TO BE COMPLETED AND TO THE SENESCHAL AND REEVE WITHIN A WEEK.
STEP 8	CONGRATULATIONS AND WELL DONE! THANKYOU FOR RUNNING ANOTHER ST FLORIAN EVENT. SUGGESTED THAT YOU HAVE A PARTY FOR THE TEAM, LEARN FROM MISTAKES AND ENJOY YOUR SUCCESSES.