

Event announcement publication rules

Events must be scheduled on the Calontir Kingdom Calendar to be official. In order for Court or any official business to occur, a complete flier must be published in *The Mews*. Failure to do so means that the Crown cannot hold Court at that event. Please go to the Event Submission Page on the Kingdom website and fill in the form. <http://chronicler.calontir.org/mews-event-flyer-form.php>. Before sending an event flyer, confirm your event with the Reeve. *The Mews* **WILL NOT** publish an event announcement if the event has not been approved, or confirmed. Check the kingdom calendar at <http://calendar.calontir.org>.

Event Copy Submissions: Send all electronic submissions to chronicler@calontir.org.

To be considered complete (in order for official business to be carried out at an event), **an event announcement must contain these 7 points:**

1. Date of the event (day and month)
2. The time of the event: when the site opens and closes
3. The name of the sponsoring group
4. The location (name, street address, and town) of the site. The zip code should also be included if available.
5. The name (both Society and modern), phone and email address of the autocrat.
6. If there is a fee being charged for the event, the fee amounts, the statement "Make checks payable to <SCA, Inc. - Group Name>". The Non-member surcharge must also be specified in the fee schedule.
7. Directions to the site.

Deadline: The Chronicler must receive copy no later than the first day of the month prior to the month in which you want the copy printed (*IE if the flyer is to run in the January Mews it MUST be to the Chronicler no later than December 1.*) The deadline does not change for Sundays or holidays. ***There is no "grace period" for this deadline. It is final and unnegotiable.***

File format: When using digital media please send your copy in ".jpg", ".doc", or ".pdf" format with a resolution of 200 ppi/dpi or better. Any unreadable format will be returned for reformatting. *The Kingdom Chronicler reserves the right to edit or adjust all submissions in order to most efficiently utilize the space available in the publication.* Any submission not received in an editable format may be rejected for this reason. It is recommended that a text version of all flyers be submitted along with the fully designed flyer.

Page sizes: (*reduction may occur when printed*)

- full page - 8.5" x 11" with a 1/2" margin.