

Event Check List

Within 10 days of the Event the following must be in the hands of the Kingdom NMR Secretary

- Copy of the Within Aethelmearc Transfer Form for NMR
- Check for Non Member Registration

Within 30 days of the Event

Please mail the following to your Regional Exchequer

The completed event report which consists of the following:

- The Event Report Form
Must contain the signature of the Seneschal or the Autocrat, verifying the numbers.
- Copy of the Gate Funds Verification
Verification of the actual cash and checks taken in at the Troll
- Copy of the Within Aethelmearc Transfer Form.
For NMR, Profit Sharing and/or Fundraiser transfers
- Copies of receipts for all expenses included in the Event Form
- Copies of deposit slips for all funds related to the Event
- Copies of the Gate check in sheets (Troll Sheets)

Make sure you keep a copy of everything for your records.

If a report is more than a week late without prior notice, the Exchequer and the Seneschal or Guild principal may to be contacted to warn them about possible suspension.

If you are experiencing any difficulties completing the report, please contact your Regional Exchequer or the Kingdom Exchequer immediately for assistance.