

# Gate Forms and Reports

## Event Forms

- **Gate Sign-in Sheet** – 10 sign-in spaces per page.
  - Print at least 5 more pages than the expected attendance (ie expected 150 on site, print 20 pages). Bonus: use any spare sign-in sheets for Gate classes!
  - Draw brackets to connect multiple people paying together.
  - Treasurer-in-Charge keeps the originals.
- **Event Report** – Three pages. Print 1 per event.
  - ProTip: Print extra copies of the first page for bank drops during the event.
  - Complete the first two pages ON SITE.
  - Remit the completed report (with signatures!) and any NMS/Profit Split to the NMS Deputy within 10 days of the close of the event.

## Waivers

*Scan/email Waivers to the Kingdom Waiver Deputy; Treasurer-in-Charge keeps originals.*

- **Adult** – Open roster style; 15 lines per page.
  - Maintain a minimum of 5 copies per event, with an average of 5 copies for each 100 people expected.
  - Spare forms can be held for the next event/fighter practice.
- **Minors** – One per family; 6 lines per page.
  - Maintain a minimum of 5 copies per event, and 15 copies for events with expected attendance ~300.
- **Minors Permission** – Keep 1 copy with Gate paperwork (for reference).
  - Notarized permission from parent/guardian for non-related adult.
  - Gate CANNOT promise notary service at the event.
  - Collect the official copy at Gate; send with the waivers after the event.

## Disbursement

- **Check Request** - Keep 5 copies in the Gate paperwork.
  - Check disbursements after the point of purchase; include receipts.
  - Treasurer-in-Charge keeps the originals with supporting documentation.
- **Check Advance** - No real reason to keep these with the Gate paperwork.
  - Used before the event; must be settled with receipts/refund within 60 days.

## Special Purpose Forms

*Keep one copy at Gate for reference when not directly needed.*

- **Equestrian Waiver** – Required for ALL events where horses will be included.
  - Keep 1 copy with Gate paperwork (for reference).
  -
- **Equestrian Insurance** – Required for ALL events where horses will be included.
  - Keep 1 copy with Gate paperwork (for reference).
  -
- **SCA Named Insurance** – Required by some sites that require their name on the paperwork.
  - Keep 1 copy with Gate paperwork (for reference).