



## Office of the Chancellor of the Exchequer Kingdom of Ansteorra



10-28-2015

Greetings Ansteorra,

The purpose of this white paper is to help you communicate quickly and efficiently to all relevant parties when your local event is cancelled.

**First:** Send an email to the **Ansteorra-Announce** listserv. This is the formally approved channel for such announcements. Your post may be held for review if you are not a member, but they're usually quick about it.

**Email address:** [Ansteorra-announce2@lists.ansteorra.org](mailto:Ansteorra-announce2@lists.ansteorra.org)

**Second:** Several offices may be affected by your cancellation. Send one email that includes all of the following offices; be sure to identify your role in the event's hierarchy – whether event steward, branch Seneschal, or other. They will follow up with you if they need more information. You don't have to have a plan for rescheduling the event at this stage.

### **Calendar Deputy.**

**Office Function:** Maintains the current online Kingdom Calendar.

**Email Address:** [calendar@ansteorra.org](mailto:calendar@ansteorra.org)

### **Nonmember Surcharge (NMS) Deputy.**

**Office Function:** Presents event report data to the Society NMS Deputy.

**Email Address:** [nms@treasurer.ansteorra.org](mailto:nms@treasurer.ansteorra.org)

### **Sable Scroll.**

**Office Function:** Coordinates delivery of the event's scrolls/insignia.

**Email Address:** [sable-scroll@herald.ansteorra.org](mailto:sable-scroll@herald.ansteorra.org)

### **Zodiacus (OP Herald).**

**Office Function:** Updates the court report for the event.

**Email Address:** [zodiacus@herald.ansteorra.org](mailto:zodiacus@herald.ansteorra.org)

Best wishes for all your event plans,

~Elsa

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