

Sample Local Arts & Sciences Report
(examples and suggestions)

This report is for (check one):

_____ January-March	Due: April 1	(April 15th for baronies)
_____ April-June	Due: July 1	(July 15th for baronies)
_____ July-September	Due: October 1	(October 15th for baronies)
_____ October-December	Due: January 1	(January 15th for baronies)

Name of Region: or Region name -----

Name of Group: Barony or Shire of. Indicate incipient or proto-incipient if applicable.

Your SCA Name: (Include any titles and/or preferred forms of address)

Your Membership Number: (Officers must be members of the SCA)

Date of last warrant (if any): (If unwarranted or unsure, state so)

How long you have been an officer: (Example: Since August of 1990)

Your Legal Name: _____

Address: _____

Telephone Number: _____

Have you moved since your last report: _____

Events held by your group in this reporting period:

List the date of your event, describe it briefly, concentrating on arts/sciences related activities. Did any local scribes make scrolls? Did any local members receive arts or sciences awards? Any arts or sciences contests? Who won? From what group? Who else entered and what were the entries? Who cooked the feast? Were the recipes period? Was there dancing? Who led this activity? Any local performers at the feast? What did they do? Etc.

Demonstrations held by your group in this reporting period:

Please list demos separately. When, where and for whom? Who from your group attended? What did you do? Which Arts and Sciences were demonstrated? Etc.

Guilds and/or Special Interest Groups:

List each group separately. When do they meet? What typically goes on at the meetings? Who is guildmaster/head of the group? Is this a chartered guild or a special interest group? Is the group working on a group project? Participants? (Optional) Etc.

Personal Projects:

This includes any project that any member of your group is doing. It is part of your job to ask at group meetings for this information. If you're not sure if it's an art or a science, include it anyway. Tell us a little bit about the project if it is unusual or interesting, or if the maker found a nifty period technique. Feel free to use more than one page for this section. Please include both SCA and mundane names.

People you feel bear watching:

Who and why? Do they have any awards for their skills yet? Anyone with lots of talent and you would like to motivate them to talk to a Laurel? Do you need information as to who to refer them to? Etc.

Praises/Problems:

Things you have seen in your travels and/or had reported to you. Outside contests that any group members have entered and how they did. Tell us about any problems you are having and how (if) you solved them. (Your information here can help another officer that might have a similar problem.) How can your regional officer help you? Etc.

Questions or new information about your office:

Any questions? Any new deputies? Etc.

Goals you have established for the office and progress on them:

Tell us what you want to do with the office and how well you are doing it. It is time to pat yourself on the back here!

What events do you think you will be attending next quarter?

It is nice to find out where you will be so I can meet the faces behind the reports. It is also nice to try to schedule times when we can talk about the office. Some questions or concerns are better discussed in person.