

Event Proposal: Cynnabar Ruby Jubilee

Approved 10/23/2017

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Please read this document in its entirety before submitting questions.

Vision: An anniversary celebration of Cynnabar's past, present, and future, this weekend encampment will focus on activities for which the Barony is currently famous and also prominently feature the group's past with a Baronial history display and a memorial for members who have passed away. The entire Kingdom will be invited to enjoy a beautiful rustic atmosphere as well as top-notch activities including an energetic Friday evening soiree, an elegant ball, and competitive tournaments with stunning prizes.

Date: September 14-16, 2018 (Friday - Sunday)

Location: Cedar Lake Outdoor Center
Waterloo Recreation Area
2500 Pierce Road
Chelsea, MI 48118
<http://www.mucccamp.org/>

This is a large camp with a number of amenities to which we will have access, including:

- Sleeper cabins with 80+ beds
- Clean, indoor bathrooms with flush toilets and showers
- Space for tent camping
- Large, modern kitchen with walk-in fridge and freezer
- Archery range
- Alcohol allowed
- Lake with public fishing (must have fishing license)
- Beautiful hall with dining tables
- Open area for fighting
- Forested areas with hiking trails
- Outdoor amphitheater with lake view
- Parking near cabins
- Fire pits

Some of the above (e.g., the presence of alcohol) are by agreement with the site manager and are not featured on the camp's website.

Please note that we cannot officially request the site until October 2017, so we are not yet on the site's calendar. However, we have spoken/emailed with the site manager and have plans to confirm the date as soon as the calendar is available. Proposed Backup Site: Wayne County Fairgrounds.

For photos of the site, see [the end of this document](#).

List of Activities & Attractions

All weekend

- Baronial history display
- Memorial to members who have passed away
- Swag (t-shirts/hats/totes, special site tokens for volunteers, high-quality prizes)
- Site amenities (cabins, swimming/fishing, hiking, etc.)
- Merchants

Friday, September 14

- Anniversary party with finger food, drinks, gaming, and other entertainment
- Torchlight tournament with gambling

Saturday, September 15

- Complimentary breakfast tavern
- Lunch tavern
- Team tournament with archery/thrown weapons, rapier, armored, A&S, and heraldry/pageantry components (for teams of 5-6 competitors)
- A&S classes
- Baronial court
- Potluck dinner with main dish provided by the event
- Evening ball

Sunday, September 16

- Complimentary breakfast tavern
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Event Staff (Department Heads)

Event Steward: Kasha Alekseeva

Deputy Event Steward: Ermenrich von Duisburg

Onsite Event Steward: Godhit of Cynnabar
onsite event steward responsibilities

A&S Activities: Aeffe Torsdottir
ball, A&S classes, A&S competitions, performers, amphitheater scheduling

Communications: Genoveva von Lübeck

advertising, photography, signs, site booklets, social media, volunteers, website

Finances: Jadwiga Krzyzanowska

gate, cabin reservations, social media during the event

Food & Drink: Hannah Schreiber

potluck organization, fighter food, party food, taverns

Hospitality: Daeg ingen Aeda

gifts, hospitality table, newcomers, party activities, royalty, site tokens, t-shirt/hat/tote bag fundraiser, youth services

Martial Activities: Midair MacCormaic

archery/thrown weapons, armored combat, quests, rapier combat, overall tournament organization, prizes

Site: Malachy von Ulm

carpentry, daily site clean-up, history display and memorial, merchants, parking, set-up, tear-down

Other staff members may be recruited by department heads to run individual aspects of the event (e.g., parking, Saturday lunch tavern, rapier marshal, etc.) Volunteers for smaller positions (gate shifts, royalty room guards, etc.) will be recruited by Communications.

Proposed Budget

This large event budget reflects the event's vision of pomp and atmosphere. If you have questions about specific budget items, please [contact the event stewards](#).

Funds Requested

Budget Heading	Expense Category	Amount
Advertising	Advertising <i>If needed.</i>	\$50.00
Equipment Rental & Maintenance	Golf Cart Rental <i>Or similar transportation option. Necessary 1) for the transportation of the onsite event steward across the quite large site in emergency circumstances; 2) to ensure accessibility for guests who may have limited mobility. To be used discreetly.</i>	\$250.00
	Portable Restroom Rental <i>To increase the capacity of the site, provide restroom access near busy outdoor areas (i.e., archery range,</i>	\$300.00

	<i>fighting field), and ensure accessibility for guests with limited mobility.</i>	
Fees & Honoraria	Performers <i>To provide a few hours of unobtrusive, upbeat entertainment for Friday evening's party.</i>	\$300.00
Food	Breakfast Taverns <i>Free to everyone on Saturday and Sunday mornings.</i>	\$600.00
	Fighter Food <i>At rapier, armored, and archery/thrown weapons areas on Saturday.</i>	\$50.00
	Friday Party Snacks <i>Includes food only. Alcoholic drinks must be donated.</i>	\$150.00
	Saturday Dinner Main Course <i>To supplement the potluck. We are tentatively planning a pig roast, probably with a vegetarian option.</i>	\$600.00
	Subtleties <i>Customized for the event.</i>	\$200.00
General Supplies	Decorations <i>Includes supplies for the Baronial history display and the memorial, as well as decorations for the main hall (planned location for court, dinner, ball) and, if applicable, royalty room.</i>	\$225.00
	Hospitality Supplies <i>Includes all materials needed for youth activities, party games, hospitality table supplies, etc.</i>	\$50.00
	Fire & Lighting Supplies <i>Includes tiki torches and lighter fluid for torchlight tournament, wood for fire pits, and discreet pathway lighting for nighttime safety.</i>	\$250.00
	Prizes <i>To supplement donations. Intended prize breakdown is as follows:</i> <i>1st Place in Tournament: 6 prizes of ~\$50 value each</i> <i>2nd Place in Tournament: 6 prizes of ~\$30 value each</i> <i>3rd Place in Tournament: 6 prizes of ~\$20 value each</i>	\$600.00
	Site Tokens <i>TBD. Something people can use again. Special site tokens for event staff and volunteers.</i>	\$400.00
Occupancy & Site Charges	Site Rental <i>Estimated based on conversations with site manager.</i>	\$1500.00

Printing & Publications	Printing <i>Signs, flyers, programs, and dance instructions/sheet music for the ball (if needed).</i>	\$50.00
Insurance (SCA)	Insurance <i>Maximum possible insurance needed. Depends on SCA requirements regarding alcohol and rented vehicles. Research in progress.</i>	\$150.00
Incidentals	Incidentals <i>Approximately 10% of budget.</i>	\$635.00
TOTAL PROPOSED EXPENSES		\$6,360.00

Separate proposals will follow for fundraisers (Saturday lunch tavern and 40th anniversary t-shirts/hats/tote bags).

Revenue

Site Fees

Adult Member (Weekend): \$30

Cabin Bed Rental (2 nights): \$15

Adult Member (Saturday only): \$20

Tent Camping (2 nights): \$0

Youth: \$0

The site fee includes party snacks on Friday night, breakfast on Saturday and Sunday, and the main dish at the Saturday night potluck. Saturday lunch tavern will be provided for a modest price (separate budget proposal forthcoming).

As always, the surcharge for non-members will be an additional \$5, sent to the Kingdom Exchequer.

Estimated Revenue

This event is not budgeted with the intent to make money. The following estimated revenue and projected net income are based on an estimated attendance of 200 (180 adults + 20 youth). Note that with these attendance numbers, the event will lose an estimated \$1000.00.

Revenue Source	Estimated No.	Estimated Amount
Adult Member Site Fee (Weekend): \$30/person	90 people	\$2,700.00
Adult Member Site Fee (Saturday only): \$20/person	90 people	\$1,800.00
Youth Site Fee: \$0/person	20 people	\$0.00
Cabin Bed Rental: \$15/bed	50 people	\$750.00
Tent Camping: \$0/person	50 people	\$0.00

TOTAL ESTIMATED REVENUE	\$5,250.00
Total Proposed Expenses	\$6,360.00
PROJECTED NET INCOME	-\$1110.00

Breakeven Revenue

Theoretically, the event would balance out (~\$0 income/deficit) with any of the following attendance numbers:

- 212 adults (weekend + no camping/tent camping); OR
- 317 adults (Saturday only + no camping); OR
- 127 adults (weekend + no camping/tent camping) + 127 adults (Saturday only + no camping/tent camping); OR
- 50 adults (weekend + cabin bed rental) + 122 adults (weekend + no camping/tent camping)

More Information

The event stewards will be present to answer questions at Baronial business meetings on September 25 and October 9. You can also send questions to the event staff at rubyjubileestaff@gmail.com.

During the event approval process, please do not ask important questions via social media, as we may not see them and cannot guarantee a response. Once event planning is underway, event social media sites will be monitored.

Site Photos

Map of the site



Inside the cabins



Kitchen and hall



Amphitheater



Open spaces



