

A PM's Primer

Or

How to do Your Damn Job

By Megiddo (Noah Smith)

1. Corpora

1.1. You are, in fact, the only person who has read the corpora

With few exceptions, you will find that most Amtgarders have no apparent faculty for literacy. You will be one of the few people who have read the Corpora (or the rulebook, for that matter). It is important that you read both.

The pertinent sections of the Corpora are distributed with this packet. I highly recommend that you read the entirety of the Corpora.

1.2. Corpora Cheat Sheet

Determining Attendance: §1.1
For Player Credits: §1.3
For Contributing Membership Status: §1.2
For Provincial Title: §1.4.2
For Provincial Size: §1.4.1

Treasury: §2.0
Dues: §2.1
Treasury Expenditures: [Unregulated at local level—see local charter]
Donations: §2.3

Officers: §4.3
Candidacy: §4.3.1
Election: §4.3.2
Incumbency: §4.3.3
Removal: §4.3.4

PM's Duties: §6.3
Awards: §9.0
Maximum Levels: §9.3

2. Records

Records are the single most time-consuming element of your job. They will always be wrong. Often, you will not receive them from the previous PM. Records include the Credits, Awards, and Waivers of your population.

1. **You must acquire Liability Waivers for all of your membership.** All combatants and regular spectators must sign a Wetlands Liability Waiver. A Wetlands Liability Waiver is included in this packet.
2. **You must collect Awards for your current populace.** You should keep track of all awards granted at your park. Your local Monarch and Regent should provide you with a list of awards granted each time they are granted (they are usually granted in blocks at local events). You should

- try to attend as many Kingdom events as possible to track Kingdom-level awards. After Kingdom events, contact a Kingdom Officer, and ask them to provide a list of all awards given.
3. **You must track credits for you populace.** You must track all local, Kingdom-level, and foreign credits accrued by your populace. If a player travels to another Wetlands park, contact the local PM to get verification. If a player travels to another kingdom, contact the local PM if available, or the Kingdom PM. Keep in mind that foreign officers will not speak English well, and are often busy with arcane and ineffable functions that foreigners delight in.

2.1.1 never received records

Use the Bitch List. This method was suggested to me by Sir Slyddur Rahbet, and is an invaluable tool. I have used this method effectively on many occasions. The Bitch List works as follows:

Create (or acquire) a set of records that is necessarily deficient compared to “the truth.” Publish this list as fact, and make sure people understand that you believe it to be correct. Populace who bitch about their numbers are Good Candidates™ for records review.

1. **You must re-acquire Liability Waivers for all of your membership.** Several of your members may have signed a dozen or more of these. It makes no difference. If you cannot find their waiver, they have not signed a waiver. Make them do it again. A Wetland’s Liability Waiver is included in this packet.
2. **You must collect old awards for your current populace.** This is much more difficult. If a player has paperwork, the award should be granted. Otherwise, use a best call method. Be reasonable and take evidence—especially for awards granted at or below the level your park is allowed to grant (see §9.3 of the Corpora). For higher awards, you must request the permission of a Kingdom-level representative to confirm.
3. **You must recreate credit histories for your players.** Credits are not a major issue for a player. Be firm about your reasons. Note that an extremely active player can acquire as much as 81 credits in a year (6 credits a month + 1 level for Clan). Note that an extra travel credit is 200 miles ONE WAY (400+ miles round trip), and still can not increase the maximum per-month to more than 6. Also note that under unusual circumstances, a Kingdom Monarch can grant levels and credits at will.

You might consider purchasing a travel records box to store this information. Make copies of this information before handing off to the next PM, because it may be last time anyone sees them.

3. Waivers

You should keep extra waivers with you at all times. Insist that new players (or players you do not recognize), sign a waiver before taking the field.

3.1.Minors

If a minor wishes to play, they must have their parent sign. Individuals younger than 14 require the Kingdom Monarch’s approval. Use your best judgment. Especially in the case of younger participants (12 and 13), require the parent to show up and watch or participate.

As a matter of principle, you should be on speaking terms with the parents of all minors who play at your park. You should have their names and contact information ready at hand.

3.2.Medical releases

A sample medical release form is included with this packet. You should have a form for each member of the populace.

As a matter of course, you should be aware of the contact information for the local police and hospital.

4. Attendance

Attendance should be kept every week. Do not trust other people to take attendance. This means that, short of events, you should be at every weekly sign-in. It can be very difficult to recover sign-ins if they are lost. Your Kingdom PM will understand if your park has undergone some tragic loss of attendances (assuming it was not you who lost them). The PM and Monarch are looking for trends, so get as much data as you can.

4.1. How to keep it

You should have a method of storing your records in at least two ways:

1. In a folder for printouts, or in a spiral notebook
2. In a computer in a database or spreadsheet

A spiral notebook can be easy to carry around, but will suffer from the “spell book effect”—wherein players will pilfer pages from the book in order to create spell books.

You should make sure that you have your attendance sheet before you leave for Amtgard every day. Also keep a lot of very cheap pens. Being a PM is like signing up your pen supply for a war of attrition.

4.2. What to record

You should keep the following information on your attendance sheet:

- Mundane Name for each player
- Persona Name for each player
- Class for each player
- Park Name
- Date

Do not put up with messy signatures. Especially for new players, use the “you won’t get a credit if I can’t read it tack.” Good luck with the older players.

If you have some practice, you can record attendance in 5-10 minutes per sign-in sheet (even for 50 or 60 players).

4.3. How to count attendance

Tracking attendance can be a challenge. I use a custom database. You can also use a spreadsheet (or a database, or whatever you would like). The Wetlands (at the time of writing) is standardizing on the ORK. The ORK does not currently have appropriate reporting functions to handle each (or any) of the counting methods used by the Wetlands.

Attendance is counted differently for different purposes. There are at least four distinct counting methods in the Corpora. Only three are pertinent to your job.

1. **Counting for credits.** Each sign in by a player, up to 6 times a month, counts as a credit. Under certain circumstances, a sign-in counts as two or more credits.
2. **Counting for contributing member status.** A member must have 12 credits (as above), of which, 8 must be local sign-ins. Thus, if a player attends 8 distinct days of Amtgard, and also acquires an additional 4 credits, they qualify. Note that the member must be waived, and dues paid to acquire membership status. A Contributing Member may not be a member of any other Kingdom. This rule applies particularly to Sir Leif, who is a lifetime “member” of the Emerald Hills.
3. **Counting for provincial title.** The park acquires a single sign-in for each player per week. A park may not acquire more than 13-14 sign-ins per player between any major event (Endreign/Midreign), or more than 26-27 sign-ins per player for any reign (Coronation/Endreign). A park

may only count sign-ins for native populace. Native populace is any waived player, who claims your park as their local park. Note that a player may not change parks more than once per 6 months. A park that meets more than once a week can only count an attendance for a player once per week.

4.4. Example

At your park, the Barony of Turkey, Bob shows up on Wednesday, Mary on Wednesday and Saturday, and Tim on Saturday. Bob, Sarah, and Mary are waived, and Bob goes to a Kingdom event on Saturday in Kalamazoo 203 miles away. Sarah goes to visit the Duchy of Triptophen 30 miles away on Thursday.

Player Credits

- **Bob:** 3
- **Mary:** 1
- **Tim:** 1
- **Sarah:** 1

Contributing Member Status

- **Bob:** 1 sign-in, 3 credits
- **Mary:** 1 or 2 sign-ins, 1 or 2 credits (it is normally 1; however, if this is only her 5th or 6th credit for the month, it also counts as local attendance for CM status. After 6 credits, no more sign-ins can be accrued).
- **Tim:** 1 sign-in, 1 credit
- **Sarah:** 1 sign-in, 1 credit

Provincial Title

- **Barony of Turkey:** 2 sign-ins (only Bob and Mary, Mary only once for the week), which is +0.0769 (=2÷26) average for Provincial size
- **Duchy of Triptophen:** None. Sarah is a member of the Barony of Turkey (neither park gets her sign-in)

5. Noble's Court

At Noble's Court, the PM and Monarch are really interested in only two sets of data from your park.

1. **Average Attendance.** This is calculated by dividing all of your sign-ins per reign (as counted in counting style 3), and dividing by 26. Some PMs (the author, for instance), allow some leeway – I allow a park to drop 2 weeks as “rain days”. Thus, your average attendance would be all of your attendance except for two weeks (ideally, your lowest attendance weeks), and then divided by 24.
2. **High-level awards for active players.** Active players who have high-level ladder awards (awards leading to a Knights Belt) need to be provided to Kingdom level officers. These are all the award levels of all the individuals who have awards at or above the level your park is allowed to grant (see §9.3 of the Corpora).

6. Dues

Dues are due every 6 months, and are currently set to whatever amount is mentioned in the active rulebook (6.0 as of writing, or \$6). A recent amendment (11/2004) has revised dues to expire in a natural manner after 6 months, rather than at each Quils.

Dues are only useful for Althings, Midreign, and Endreign (local and Kingdom). You will be required to keep track of dues paid members expiration dates if your local park requires dues paid status to vote. Some members have extended dues agreements with the Kingdom. Contact your Kingdom PM to find out about these.

Your park keeps \$5 for every dues-paid member. See the section on the Treasury below for more details.

7. Treasury

7.1. Cash Accounting

You should keep track of park incomes and expenses. Unless you feel more qualified, you should use a cash method for tracking expenses. An example of the cash method follows:

Item	Expense	Income	Date
Opening Balance		120.00	5/1/2004
Dues: Bob		6.00	5/8/2004
Dues: Mary		6.00	5/8/2004
Dues: Gorlock		6.00	5/15/2004
Kingdom: Dues Fee	3.00		5/22/2004
Feast	82.33		5/29/2004
Monthly Expenses	85.33		5/30/2004
Monthly Incomes		138.00	5/30/2004
November Total		52.67	5/30/2004

At the end of each accounting period (month, quarter, year), you should do a sum of the columns.

You should keep receipts for all transactions. You should give a receipt for all incomes, and receive a receipt for all disbursements (expenses). Stores such as Office Depot sell carbon-copy receipt books, although this is unnecessary—as simple slip of paper with the transaction, amount, date, and signature on it will suffice.

7.2. Park Bank Account

You should have a bank account for your park. A copy of the articles of incorporation for Amtgard – Kingdom of Wetlands is included. These should be sufficient to acquire a free business bank account (as of writing, the Kingdom uses Compass Bank). The local Monarch and PM should be co-signers on the account. The account signers should be rotated every time the Monarch or the PM positions change.

As a result of this duty, all local officers must be at least 18 years old.

7.3. Filing Taxes

The Kingdom turns in taxes to the IRS every year in May. Your park is not responsible for filing or paying taxes. If you are a Spring PM, you should collect and complete your books for the preceding year.

The Corpora for Local PMs

1.0 Club Membership

1.1 Populace - The populace of the Wetlands includes all individuals affiliated with the Wetlands or a Wetlands province. All members of the populace must meet the following requirements to play Amtgard in the Kingdom of the Wetlands:

1.1.1 A Kingdom waiver must be signed.

1.1.2 If under 18, an EMS release form must also be signed.

1.1.3 Must abide by all Amtgard rules of safety as defined in the most current edition of the Amtgard: Handbook on the Rules of Play.

1.2 Contributing Members - Members of the populace who pay dues and meet certain attendance requirements are entitled to certain rights and privileges as contributing members of the Kingdom. Non-contributing members may still attend activities such as feasts, tournaments and camping events, but they do not have voting rights in club government, nor may they run for any club office.

1.2.1 Requirements - An individual must do the following to be a contributing member:

1.2.1.1 Must have paid dues for the current reign (see §2.1).

1.2.1.2 Must have a total of twelve credits in the last six months, eight of which must be provincial sign-ins.

1.2.1.3 Must not be an active member of any other Amtgard Kingdom.

1.2.1.4 Must claim membership to one province of the Wetlands, and may switch memberships between provinces only once per six months.

1.2.2 Rights - Contributing members have the following rights and privileges:

1.2.2.1 Entitled to one copy of Amtgard: Handbook on the Rules of Play and the Wetlands Corpora at the beginning of their membership. However, the club is not obligated to provide materials to a member if the cost to reproduce those materials exceeds the sum of the dues that particular person has paid.

1.2.2.2 Entitled to a copy of all new official Kingdom publications for the cost of reproduction.

1.2.2.3 Have the right to vote in Kingdom government, including Althings and elections.

1.2.2.4 Have the right to run for club office.

1.3 Attendance Credits - Attendance credits are given out for attending Amtgard functions and determines the level at which a player can play a class in Amtgard battlegames. For more information on Amtgard battlegames, refer to Amtgard: Handbook on the Rules of Play.

1.3.1 No more than one credit may be earned in a single week for normal Amtgard weekly meetings such as provincial battlegames, fighter practices, arts and science nights, etc.

1.3.2 Provincial Monarchs may grant additional credits for exceptional attendance.

1.3.3 No more than six credits may be earned in any one month except by the following:

1.3.3.1 One credit may be earned by traveling more than 200 miles one way to a Kingdom level event.

1.3.3.2 One credit may be earned for each day one attends a Kingdom level event.

1.3.3.3 The Kingdom Monarch may grant additional credits at his or her discretion.

1.4 Provinces - The Kingdom of the Wetlands is composed of several sub-chapters called provinces.

1.4.1 Provincial Size - The size of a group plays a significant role in determining the title of a province. Therefore the following bylaws apply to the methods by which a province's size is determined.

1.4.1.1 Only the native populace is considered. This keeps players that sign in at multiple provinces from falsely inflating the size of those provinces.

1.4.1.2 Each individual in the Kingdom may only be a member of the native populace of one province.

1.4.1.3 Provincial size is the average number of native populace members that sign in at a province's weekly meetings over the previous six months.

1.4.1.4 The Monarch and Prime Minister may use a twelve-month average for provinces that have a populace that varies significantly in size on a seasonal basis such as college towns.

1.4.1.5 Provincial record keepers must present provincial sign-in sheets to the Prime Minister at least twice per reign.

1.4.2 Provincial Title - Each province is given an official title by the Monarch and Prime Minister based on the group's age and the size of its native populace.

1.4.2.1 Outpost - Any group of wavered players. This title merely implies Kingdom sponsorship of a group that has not met the requirements to become a shire or who, in the opinion of the Monarch and Prime Minister, holds its weekly meetings in a geographically remote location relative to the rest of the Kingdom.

1.4.2.2 Shire - Any group with a native populace of 5 or more wavered players that has played regularly for six or more months.

1.4.2.3 Barony - Any group with a native populace of 15 or more wavered players that has been an official shire of the Wetlands for six months or more.

1.4.2.4 Duchy - Any group with a native populace of 30 or more wavered players that has been an official barony of the Wetlands for six months or more.

1.4.2.5 Grand Duchy - Any group with a native populace of 60 or more wavered players that has been an official duchy of the Wetlands for six months or more.

2.0 Dues and Policies of the Treasury

2.1 Dues - Contributing members must pay dues. To assess the benefits of becoming a contributing member see section 1.2.

2.1.1 Dues are per Amtgard: Handbook on the Rules of Play (Currently, \$6 per six months).

2.1.2 Dues shall be paid to the provincial recording officer or the Kingdom Prime Minister.

2.1.3 [Revised]

2.1.4 Membership dues are split between the Kingdom and the provinces at a rate of one dollar for the Kingdom and five dollars for the province.

2.1.5 The Prime Minister will split any dues paid directly to him with the payee's province.

2.1.6 Provinces shall pay the required percentages at Crown Qualifications.

2.3 Donations - Donations may be made directly to the Kingdom through the Prime Minister or to the province. Donations made at the provincial level need not be forwarded to the Kingdom.

4.0 Selection and Removal of Club Officers

4.3 Provincial Officers - This section only applies to those officers listed in Section 6.0.

4.3.1 Candidacy

4.3.1.1 Must be a contributing member of his or her province.

4.3.1.2 Must meet the requirements for qualification laid down by the autocrat of the Tournament for the Coronet.

4.3.1.3: Must be 18 years of age or older to hold office. Kingdom Monarch may grant permission for minors to hold office.

4.3.2 Election (Tournament for the Coronet)

4.3.2.1 Each province will hold a Tournament for the Coronet every six months.

4.3.2.2 All provincial offices will be elected at the Tournament for the Coronet.

4.3.2.3 The provincial champion is the highest scoring candidate in the Warskill section of the Tournament for the Coronet.

4.3.2.4 Each Tournament for the Coronet shall be Autocratted by highest provincial official not running for reelection or his or her appointed representative.

4.3.3 Incumbency

4.3.3.1 Term is for six months.

4.3.3.2 Provincial Monarchs may not hold the same office for more than two consecutive terms.

4.3.3.3 Provincial Monarchs are not required to pay any dues to maintain membership status during their terms. Dues paid before his or her election will be held and will carry over until after he or she steps down.

4.3.4 Removal

4.3.4.1 Can be initiated by a petition signed by at least 20% of the contributing members of the province.

4.3.4.2 The petition must be verified by the highest unaffected provincial officer.

4.3.4.3 Requires a 2/3 vote of Althing for removal.

4.3.4.4 Provincial defenders can be removed by a joint decree of the provincial Monarch and provincial prime minister.

4.3.5 Pro-tem officers 4.3.5.1 If a provincial Monarch should become unable to fulfill his or her duties before the end of his or her term the provincial regent will become the pro-tem provincial Monarch.

4.3.5.2 If the province does not have a regent or if a provincial officer other than the Monarch becomes unable to fulfill his or her duties before the end of his or her reign, then the remaining provincial officers shall appoint an individual from the provincial populace to serve as a pro-tem officer.

4.3.5.3 A confirmation election shall be held no later than one month from the point a pro-tem officer assumes the vacant position.

4.3.5.4 If a confirmation vote fails, the position will be filled by nomination and election by the appropriate voting body.

6.0 Provincial Officers

6.3 Provincial Prime Minister - The record keeper and treasurer of a province. Every group must have a provincial prime minister. The provincial prime minister is typically given the title Clerk in outposts and shires, Seneschal in Baronies, Chancellor in duchies and General Minister in Grand Duchies. Often shires and outposts assign the duties of the provincial prime minister to the provincial Monarch.

6.3.1 Shall maintain accurate records on attendance, awards and other member information.

6.3.2 Shall provide provincial records to the Kingdom Prime Minister at least twice in his or her term.

6.3.3 Shall assist the Prime Minister in the collection of Kingdom contributing membership dues from within their province.

6.3.4 Shall distribute rulebooks, Corpora and newsletters to contributing members within their province.

6.3.5 Other duties as listed in Amtgard: Handbook on the Rules of Play.

9.0 Honors and Awards

9.3 Orders of Masterhood

9.3.1 Masterhood - A bestowed title for excellence in a particular discipline.

9.3.1.1 Can only be awarded by the Kingdom Monarch

9.3.1.2 A person must earn at least 10 orders to be a master.

9.3.2 Arts and Sciences - These awards may be given by the following club officers: Kingdom Monarch and Regent (to any level), grand ducal Monarch and regent (to the 9th), ducal Monarch and regent (to the 7th), baronial Monarch and regent (to the 4th), shire Monarch (to the 2nd)

9.3.2.1 Order of the Dragon - Outstanding achievements in the arts.

9.3.2.2 Order of the Garber - Making quality garb for others or for oneself.

9.3.2.3 Order of the Mask - Outstanding portrayal of persona.

9.3.2.4 Order of the Owl - Outstanding achievements in the sciences.

9.3.3 Service and Leadership - These awards may be given by the following club officers: Kingdom Monarch (to any level), Kingdom Regent (to the 9th), grand ducal Monarch (to the 9th), grand ducal regent (to the 8th), ducal Monarch (to the 7th), ducal regent (to the 6th), baronial Monarch (to the 4th), baronial regent (to the 3rd), shire Monarch (to the 2nd)

9.3.3.1 Order of the Lion - Excellence in statecraft and leadership.

9.3.3.2 Order of the Rose - Beneficial service to the club.

9.3.3.3 Order of the Smith - Sponsoring major Amtgard events, publications, workshops or other comparable service to the club.

9.3.4 Warskill - These awards may be given by the following club officers: Kingdom Monarch (to any level), grand ducal Monarch (to the 9th), ducal Monarch (to the 7th), baronial Monarch (to the 4th), shire Monarch (to the 2nd)

9.3.4.1 Order of the Griffin - Courage, chivalry and honor on the battlefield.

9.3.4.2 Order of the Warrior - Fighting ability in tournament or battlefield prowess.

9.3.5 Other Orders of Masterhood - These awards may be given by the following club officers: Kingdom Monarch (to any level), Kingdom Regent (to the 9th), grand ducal Monarch (to the 9th), ducal Monarch (to the 7th), baronial Monarch (to the 4th), shire Monarch (to the 2nd)

9.3.5.1 Order of the Jovious - Outstanding attitude and good sportsmanship

9.3.5.2 Order of the Hydra - Meeting the criteria to qualify for Monarch candidacy at Crown Qualifications (excluding Statecraft events) or the Tournament for the Coronet.

Amtgard: Kingdom of the Wetlands, Inc. Liability Waiver

PLEASE READ THIS FORM IN ITS ENTIRETY BEFORE SIGNING.
THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS.

IF PARTICIPANT IS UNDER 18 YEARS OLD, THIS RELEASE MUST ALSO BE SIGNED BY THE PARTICIPANT'S PARENT OR LEGAL GUARDIAN*. PARTICIPANT AGREES TO ABIDE BY AND ACCEPT THE TERMS SET OUT ON SIGNS ON OR NEAR THE PUBLIC AND PRIVATE PROPERTIES USED BY AMTGARD: KINGDOM OF THE WETLANDS, INC. ("WETLANDS").

By participating in any Wetlands' activity, the participant ("Participant") named below (and his or her parent or legal guardian on his or her behalf) hereby RELEASES AND FOREVER DISCHARGES the **Wetlands, any public or private properties used by the Wetlands**, and their respective offices, members, owners, employees, agents, representatives, independent contractors, and affiliated persons and entities (collectively, the "Released Persons") from any and all liabilities and claims of any kind (including without limitation personal injury, property damage, or death), which Participant or his or her legal representatives, has or may in the future have, whether known or unknown, arising out of Participant's participation in any Wetlands' activity (collectively, the "Released Claims"). Each person agrees to INDEMNIFY AND HOLD THE RELEASED PERSONS HARMLESS from all claims, judgments, expenses and costs, including but not limited to attorney's fees, incurred in connection with any claims brought as a result of Participant's participation in Wetlands' activity.

This Release is binding even if the risks and liabilities being released arise out of negligence or carelessness of one or more of the Released Persons. This Release is binding on Participant's legal representatives, heirs, or assigns.

Participant (and his or her parent or legal guardian where applicable) agrees to be solely responsible for Participant's safety and to take every precaution to provide for Participant's safety and well-being while participating in any Wetlands' activity. Each person signing this Release acknowledges the possibility that Participant and/or his or her legal representatives may not fully know the number or magnitude of all the Released Claims, but nevertheless intends to **ASSUME THE RISK** of Participant in any Wetlands' activity.

I have read this agreement, fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

Participant's Amtgard Name (please print): _____
Participant's Legal (Mundane) Name (please print): _____
Participant's Legal Address: _____
Participant's Legal Signature: _____
Date: _____

IF UNDER 18, PARENTAL CONSENT

And I, the minor's parent and/or legal guardian, understand the nature of Wetlands' activities and the minor's experience and capabilities and believe that the minor is qualified to participate in any Wetlands' activity. I hereby release, forever discharge, and **AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS** each of the Released Persons from all liability, claims, demands, losses, or damages on the minor's account caused or alleged to be caused in whole or part by the negligence of the Released Persons or otherwise, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the Released Persons, **I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS** each of the Released Persons from any litigation, expenses, attorney's fees, loss liability, damage or cost any may incur as the result of any such claim, to the fullest extent permitted by law.

Parent or Legal Gaurdian's Legal Name (Please print): _____
Parent or Legal Gaurdian's Legal Signature: _____
Parent's Legal Address: _____
Phone: _____ Date: _____

Medical Information

Last Name:	
First Name:	
Mundane Name:	
Address:	
Phone Number:	
Primary Medical Contact	
Relationship:	
Last Name:	
First Name:	
Address:	
Phone Number:	
Secondary Medical Contact	
Relationship:	
Last Name:	
First Name:	
Address:	
Phone Number:	
Allergies:	
Pre-existing medical conditions:	
Pharmaceutical Allergies:	

Signature:

Date: