



# Kingdom of Ealdormere Kingdom Event Bid Form

The original copy of this bid form is to be sent to the appropriate Crown and/or Heirs. Additional copies should be sent to the Kingdom Seneschal, and the local and/or baronial seneschal. Be sure to keep a copy for yourself!

This bid is for the following Kingdom-Level Event:	
<input type="checkbox"/> Spring Crown Tourney	Date – 4 <sup>th</sup> Saturday of May
<input type="checkbox"/> Spring Coronation	Date – 4 <sup>th</sup> Saturday of April
<input type="checkbox"/> Fall Crown Tourney	Date – 4 <sup>th</sup> Saturday of October
<input type="checkbox"/> Fall Coronation	Date – 4 <sup>th</sup> Saturday of September
<input type="checkbox"/> Kingdom A & S Competition	Date – 3 <sup>rd</sup> Saturday of November
<input type="checkbox"/> Other <i>please state</i> _____	Date _____

Proposed Date of Event: \_\_\_\_\_

Group placing bid: \_\_\_\_\_

Seneschal's SCA name: \_\_\_\_\_

Seneschal's modern name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

<b>Kingdom Use Only</b>	Date Received _____
	Bid Accepted <b>Yes</b> <b>No</b> Date Group Notified _____

**Site Information**

Name of Site	
Site Address	
Directions / Location	
Opening / Closing Times	
Estimated Site Capacity	
Number / Size of Rooms	
Size & Ceiling Height of Fighting Area	
Number / Size of Washrooms	
Number of Showers	
Number / Size of Parking Lots	
Feast Hall Capacity	
Other Site Amenities	
Site Restrictions	

Check if the following are available:

\_\_\_ Royalty Room

\_\_\_ Rooms for order meetings

\_\_\_ Changing Areas separate from the washrooms

\_\_\_ Stage or dais area for thrones, etc. for court

\_\_\_ Hotels convenient to site

\_\_\_ Alcohol allowed on site:    wet\_\_\_    discretely damp\_\_\_    dry\_\_\_

**Staff information**

Autocrat	Feast Steward	Head Gatekeeper
(SCA)	(SCA)	(SCA)
(modern)	(modern)	(modern)
Address	Address	Address
Phone number	Phone number	Phone number
Email	Email	Email
Membership number	Membership number	Membership number
Previous Experience / Qualifications	Previous Experience / Qualifications	Previous Experience / Qualifications

**Other Proposed Staff:**

Position	SCA Name

**Proposed Schedule / Description of Activities**

Please attach a proposed description and schedule of the possible activities for the day.

Keep in mind that all ceremonial activities (processionals, courts, etc.) will be scheduled at the preference of the reigning royalty, but please list staff preferences of times for Their information.

## **Site Plans and/or Photos**

Please attach any available photographs or site plans that will assist in illustrating the layout and type of rooms and facilities available at the site.

## **Proposed Budget**

Please attach a proposed budget for the event. Use the budget forms and/or styles available in the Administrative Guide for Autocrats.

The hosting branch understands and agrees that \_\_\_\_\_% of the profits (what is left after all expenses are met) from this Kingdom-level event will be donated to the Kingdom of Ealdormere.

The Kingdom's share of the profits will be forwarded to the Kingdom Exchequer within four (4) weeks of the close of the event. If this is a joint bid, the hosting branches will share the profits or whatever losses are mutually agreed.

## **Understandings and Agreements**

If our bid is accepted, we understand that:

- all scheduling during the event, including Court times, must be approved by the Crown or Crown designee. We will schedule Order meetings, Kingdom Officer meetings, etc. as requested by the Crown and/or Kingdom Seneschal.
- the Crown and/or Heirs will require a private area to hold meetings or to relax.
- it is our group's responsibility to meet all deadline requirements for submission of event advertisements to the Tidings.
- it is our group's responsibility to complete and submit all event paperwork on time, including the Non-Member Surcharge, as per the requirements and deadlines outlined in the Administrative Guide for Autocrats.

**We, the undersigned, have read and approved this bid for the above-named event.**

Signature of Autocrat \_\_\_\_\_

Signature of Seneschal \_\_\_\_\_

Signature of Baron/Baroness (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

\*\*Please note that this bid package will not be considered complete unless all four (4) pages plus the noted attachments (budget, schedule, photos, site plans, etc.) are returned.