



Kingdom of Ealdormere

The original copy of this bid form is to be sent to the Kingdom Seneschal who shall share this bid with the Privy Council. Be sure to keep a copy for your records!

This bid is for the following Kingdom-Level Event:

| | |
|---------------------------------|--|
| Kingdom A & S Competition | Date – 4 th Saturday of March |
| Spring Coronation | Date – 4 th Saturday of April |
| Spring Crown Tourney | Date – 4 th Saturday of May |
| Fall Coronation | Date – 4 th Saturday of September |
| Fall Crown Tourney | Date – 4 th Saturday of October |
| Other <i>please state</i> _____ | Date _____ |

| | |
|--------------------------|--|
| Proposed Date of Event: | |
| Group placing bid: | |
| Seneschal's SCA name: | |
| Seneschal's modern name: | |
| Address: | |
| Phone Number: | |
| Email Address: | |

| | |
|-----------------------------|---|
| Kingdom Use Only | Date Received _____ |
| | Bid Accepted Yes No 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 | |
| Accessible? | |
| Size of Parking Lots | |
| Feast Hall Capacity | |
| Other Site Amenities | |
| Site Restrictions | |

Check if the following are available:

Royalty Room

Changing Areas separate from the washrooms

Stage or dais area for thrones, etc. for court

Rooms for order meetings

Hotels convenient to site

Alcohol allowed on site:

wet

discretely damp

dry

Staff information

| Autocrat | Feast Steward | Head Gatekeeper |
|--------------------------------------|--------------------------------------|--------------------------------------|
| (SCA Name) | (SCA Name) | (SCA Name) |
| (Modern Name) | (Modern Name) | (Modern Name) |
| Address | Address | Address |
| Phone Number | Phone Number | Phone Number |
| Email | Email | Email |
| Membership Number/Expiry | Membership Number/Expiry | Membership Number/Expiry |
| Previous Experience / Qualifications | Previous Experience / Qualifications | Previous Experience / Qualifications |

Other Proposed Staff:

| Position | SCA Name |
|----------|----------|
| | |
| | |
| | |
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| | |

*The Earl Marshal will act as the Marshal-in-Charge for all Crown Tournament events.

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 Information

You must include a copy of the signed site contract within 30 days of approval of the bid.

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. Be sure to include best case, worse case and expected attendance scenarios.

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. Please note that the Kingdom relies on profits from kingdom events to fund the annual budget. Coronations and Crown Tournaments are estimated to provide the Kingdom with a profit is \$500 each while the A&S Competition is expected to contribute \$250. Please prepare your budget with these totals in mind.

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, send the event information to the Kingdom calendar and prepare an event website.
- it is our group's responsibility to complete and submit all event paperwork on time, including the Non-Member Surcharge and the Kingdom Event Tithe, as per the requirements and deadlines outlined in the Administrative Guide for Autocrats.

Approval for Submission

Check if approval has been acquired from the following:

Approval of the Seneschal has been acquired

Approval of the Baron/Baroness (if applicable) has been acquired

As Autocrat of this event bid, I confirm that all the information contained within this document is accurate and that all permissions for submitting this document have been given.