



Kingdom of Ealdormere

A copy of this bid form is to be sent to the Kingdom Seneschal by email who shall share this bid with the Privy Council. Be sure to keep the original 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	
Wheelchair 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

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

Proposed Schedule

Please attach a proposed schedule for site opening and closing times and suggested lunch and feast start times.

All ceremonial activities (processionals, courts, etc.) will be scheduled at the preference of the reigning royalty.

For Crown Tournaments and Kingdom Arts & Science competitions the schedule for the day will be determined in accordance with the Crown's and the applicable Kingdom Officer's requirements.

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 available on the Kingdom Website or from the Kingdom Seneschal. 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. A minimum of 50% is required for the bid. Please note that the Kingdom relies on profits from Kingdom Events to fund the annual budget. Coronations and Crown Tournaments are expected to contribute to the Kingdom a minimum profit of \$750 each while the A&S Competition is expected to contribute a minimum of \$500. 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. Submission to the Kingdom Calendar is required within 30 days of the acceptance of the bid.
- 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 Steward's Handbook.

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.