

Kingdom of Atlantia, SCA, Inc.
Kingdom Event Bid Form

PLEASE COMPLETE THIS FORM AND SEND COPIES TO THE FOLLOWING:

- Kingdom Event Bids Deputy at KingdomEvents@atlantia.sca.org
- Please send to the Kingdom Seneschal if the Event Bids Deputy office **is vacant**
- University Bids – CC the Kingdom Minister of Arts and Sciences at KMOAS@atlantia.sca.org and the University Chancellor at University@atlantia.sca.org

I. Sponsorship: Indicate the household or SCA Group Branch that is sponsoring the event.

Select if this event is to be a kingdom-level event not affiliated with a local group or household.

Sponsoring Branch Name:

Seneschal/Point of Contact's SCA Name:

Seneschal/Point of Contact's Modern Name:

Street Address:

Town/State/Zip:

Telephone:

Email Address:

Co-Sponsoring Branch Name:

Seneschal/Point of Contact's SCA Name:

Seneschal/Point of Contact's Modern Name:

Street Address:

Town/State/Zip:

Telephone:

Email Address:

II. Event being bid upon for year

- | | |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Twelfth Night (2nd Saturday of January) | <input type="checkbox"/> Winter University (1st Saturday of February) |
| <input type="checkbox"/> KA&S Festival (1st Saturday of March) | <input type="checkbox"/> Spring Coronation (1st Saturday of April) |
| <input type="checkbox"/> Spring Crown (1st Saturday of May) | <input type="checkbox"/> Summer University (2nd Saturday of June) |
| <input type="checkbox"/> Fall University (3 rd Saturday of September) | <input type="checkbox"/> Fall Coronation (2nd Saturday of October) |
| <input type="checkbox"/> Fall Crown (1st Saturday of November) | <input type="checkbox"/> Unevent (1st Saturday of December) |
| <input type="checkbox"/> Tournament of the Golden Rose (3 rd Saturday of April) | |

REMINDER: Spring Coronation – if the 1st Saturday in April is an Easter weekend, the event will be held on the 2nd Saturday in April. Fall Crown Tournament – if the 1st Saturday in November falls on November 1st, the will be held the 2nd Saturday in November.

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III. Contacts:

AUTOCRAT:

SCA Name:

Modern Name:

Street Address:

Town/State/Zip:

Telephone:

Email Address:

SCA Membership # and Exp.:

HEAD COOK:

SCA Name:

Modern Name:

Street Address:

Town/State/Zip:

Telephone:

Email Address:

IV. PROPOSED BUDGET

Expenses (Projected Site Costs)

- a. \$ site fee, please indicate if
 flat fee
 per head fee based on projected number of attendees
- b. \$ Rentals not included in base price (auditorium, feast hall, etc.)
- c. \$ Deposit if not included in site fee
- d. \$ Miscellaneous Site Costs (portajohns, security, clean-up, etc.)
- e. \$ Cabins, camping fee if not included in site fee
1. \$ Subtotal 1: Site Expenses Total (a+b+c+d only, use e for determining overnight fee)
2. \$ Miscellaneous Event Costs (prizes, decorations, cleaning supplies, printing/postage, etc)
3. \$ Subtotal 2: Event Expenses Total (1+1e+2)

Projected Number of Attendees based on previous event attendance numbers

Break-even Attendance (*calculate using (Subtotal 1+Misc Event costs)/daytrip adult member*)

\$ Projected Feast Cost for adult seats at feast

V. Proposed Fee Schedule

\$ SITE FEE/PERSON (Base number)

\$ DAYTRIP RATE (Adult Member)

\$ FEAST (Adult Member) **DO NOT** include daytrip or overnight fee in this cost.

\$ OVERNIGHT FEE (Adult Member) **DO NOT** include daytrip or feast fee in this cost.

DISCOUNT for those under 18—please break down any discounts for children.

Age range: Rate:
Age range: Rate:
Age range: Rate:
Age range: Rate:

EARLY BIRD DISCOUNTED RATES (ADULT RATES)

\$ UNTIL date
\$ UNTIL date

REMINDER: Non-member surcharges should not be included in the above numbers. However, whole dollar discounts for youth under 18 are encouraged. **Early bird discounts are not encouraged**, please be mindful of the amount if an early registration discount is allowed. **If any of the budget changes, please immediately notify the Kingdom Event Bid Deputy with an updated costs and rates.**

ANY ADDITIONAL NOTES ON SITE FEES: Please include sources for attendance projections if other than Kingdom Event Bid Page. Attach any relevant documentation such as site rules.

VI. Site Information

Name of Site:
Location/Address:
City State Zip
Mailing Address (if not the same as site location):
City State Zip

Please indicate the **NUMBER** of:
Rooms/Cabins beds per cabin
Camping Spaces
Parking Spaces
Showers
Toilets Portajohns
Feast Hall Seats capacity
Class/Meeting Rooms capacity

The following amenities ARE available:

- Handicapped Access
- Auditorium Class/Meeting Rooms Private Rooms/Royal Room
- Fighting Fields Outdoor Amphitheater Equestrian Facilities (Explain below.)
- Kitchen Facilities Dining Area
- Hot Water Electricity Telephones Free WiFi Connection
- Heat Air Conditioning
- Hotels convenient to site _____ miles
- Restaurants convenient to site _____ miles
- Grocery Stores convenient to site _____ miles
- Gas Stations convenient to site _____ miles

Special Facilities/Features (BE SPECIFIC. Please feel free to include as an attachment.)

The following activities ARE permitted: Any restrictions should be noted below.

Martial

Heavy Rapier Equestrian Siege Weapons Thrown Weapons
 Combat Archery Target Archery

Fires/Flames

Ground Fires Fire Circles Above-ground Fires ONLY Candles

Pets

Unleashed Leashed Only Service Animals ONLY

Alcohol

Unrestricted Beer and Wine Cooking ONLY Purchased From Site ONLY

Other

Merchants
 Site Restrictions not noted above (BE SPECIFIC. Please feel free to include as an attachment.)

VII. Indicate that a site map is attached Yes No

VIII. Indicate that directions are attached Yes No

IX. Indicate that Atlantian Event Report form is attached and that the Event Budget tab has been COMPLETED Yes No

IX. Indicate if there are attachments other than site map and directions Yes No
Please feel free to attach any information that you feel may be of impact to this bid.

XI. Financial Agreement

The hosting SCA branch understands and agrees that all profits from Kingdom-level events are to be divided in accordance with Atlantian Financial Policy.

The Kingdom's share will be forwarded to the Kingdom Chancellor of the Exchequer within the time required in Atlantian Kingdom Law and Policy.

If more than one branches submit a joint bid, the branches will share profits not due to the Kingdom (or whatever losses) as mutually agreed between the hosting groups.

(Signature, Seneschal of Hosting Branch)

Date

(Signature, Seneschal of Co-host or Incipient Branch)

Date

XII. Autocrat Agreement of Understanding

As the potential Autocrat for the above-detailed event, I understand that following is my responsibility, if this bid is accepted:

I understand the process to register/Spike this event and will complete this as soon as possible (<http://spike.atlantia.sca.org/event/menu.php>) _____ (initials)

I understand the process to submit for an event flyer and will complete this as soon as possible (<http://spike.atlantia.sca.org/flyer/eflyer.php>) _____ (initials)

I understand that it is my responsibility to ensure that this event is well advertised on social media and SCA e-lists to ensure a good attendance _____ (initials)

I understand that it is my responsibility to ensure that there is a website set-up for this event and a Facebook Event Page (*the event page is not required, but is highly recommended*) _____ (initials)

(Signature, Autocrat)

Date

**Please address questions or concerns about this form to the Kingdom Event Bids Deputy,
KingdomEvents@atlantia.sca.org**