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

### PLEASE COMPLETE THIS FORM AND SEND COPIES TO THE FOLLOWING:

- Kingdom Event Bids Committee at <u>Kingdom Events@atlantia.sca.org</u>
- Please send to the Kingdom Seneschal if the Kingdom Event Coordinator office is vacant
- UniversityBids CC the Kingdom Minister of Arts and Sciences at KMOAS@atlantia.sca.org and the University Chancellor at University@atlantia.sca.org

Select Kingdom Event:

Twelfth Night (2nd Saturday of January) Winter University (1st Saturday of February) Kingdom Arts & Science Festival (1st Saturday of March) Spring Coronation (1st Saturday of April) Spring Crown (1st Saturday of May) Summer University (2nd Saturday of June) Fall University (3rd Saturday of September) Fall Coronation (1st Saturday of October) Fall Crown (1st Saturday of November) Unevent (1st Saturday of December)

**REMINDER:** 

-Spring Coronation - if the first Saturday in April is Easter weekend, the event will be held on the 2nd Saturday in April -Fall Crown - if the 1st Saturday in November falls on November 1st, the event will be held the 2nd Saturday in November

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

Select if this event is a Kingdom Level event **NOT** affiliated with a local group or household. (If checked, go Section II. Event Steward Information)

Sponsoring Group Name:

	Seneschal / Point of Contact Legal Name	Seneschal /Point of Contact SCA Name:				
	Phone Number:	Email Address:				
	<sup>°</sup> Co- Sponsoring Group Name:					
	Seneschal / Point of Contact Legal Name:	Seneschal / Point of Contact SCA Name:				
	Phone Number:	Email Address:				
II. Event Steward Information:						
	Legal Name:	SCA Name:				
	Phone Number:	Email Address:				
	SCA Membership Number:	Membership Expiration Date:				

#### III. Budget Summary:

Site Cost:	Feast Costs:	Camping Cost Cabin Cost
Day Trip (Members):	Feast Charge:	Camping Charge: Cabin Charge:
Breakeven Attendance:	Expected Attendance:	Number of Feast Seats:

# \*\*The Atlantian Event Budget & Report must be submitted with every bid submission.\*\* The form can be found on the Atlantia website (www.atlantia.sca.org)

### **IV. Site Information**

Name of the Site:				
Physical Address:		Contact Phone Number for the site:		
Webpage of Site:				
Indicate number of:				
Parking Spaces: F	Restrooms:	Class / Meeting Roo	oms: Fea	st Hall Seat Capacity:
Rooms / Cabins: B	eds per Cabin:	Camping Spaces:	Sho	wers:
The following amenitie Auditorium Fighting Fields Kitchen Facilit Hot Water Heat Internet Conne Hotels Near S miles	Clas s Roon ies Dinir Cold Air C ectivity Elec ite Near	s / Meeting ms Archery Range ng Area Water (Spigot) Conditioning tricity Restaurants r Site miles		oom / Royal Room n Facilities
The following activities Martial: Heavy (Armore Heavy (Rabate Rapier Target Archery Thrown Weap Combat Archer Siege Weapor Equestrian	Pets: ed) Serv ed Steel) Unle Leas y ons	rice Animals ONLY eashed		/ine ONLY d from Site ONLY quirements - Explain under
American with Disabil Site is ADA / List ADA Acc	Accessible	Site is Primitive low <u>OR</u> list what accc	mmodation	s will be made for this event:

#### Other:

Merchants Authorized Site Restrictions, please explain below:

# V. Summations (optional)

What about this site made you choose it? What do you want the committee to know about it?

Site Map / Layout sent with bid

What will the event look like? (head cook, theme, special activities, staff, etc.)

Please describe your (event steward) qualifications and experiences running events.

#### VII. 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 Exchequer within the time required in Atlantian Kingdom Law and Policy.

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

Signature, Date Seneschal of Hosting Branch

Signature, Seneschal of Co- Hosting Branch Date

## VIII. Autocrat Agreement of Understanding

As the potential Event Steward or 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 (<u>http://spike.atlantia.sca.org/event/menu.php</u>) (*initials*)

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

I understand if the flyer is not completed within the Chronicler's timeline for Acorn Publication, the event will be removed from the calender and considered unofficial \_\_\_\_\_ (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, Event Steward

Date

# Please address questions or concerns about this form to the Kingdom Event Coordinator, KingdomEvents@atlantia.sca.org