

**East Kingdom 50th Anniversary**

**THE SOCIETY FOR CREATIVE ANACHRONISM, INC.**

 **PROPOSED EVENT FORM**

**Bid Requirements**.

* SCA and modern names, and contact information for the following:
	+ .Autocrat
	+ Emergency Deputy
* Resume (SCA and modern) of the Autocrat, including previous SCA staff experience and/or other relevant experience.
* Statement of why the Autocrat wishes to organize 50th Anniversary and what qualifications he/she brings to the project.
* A listing of any known key personnel and/or department heads
* Letters of support from individuals confirming their agreement to be on the Autocrat’s staff.
* A draft preliminary budget, including proposed fee schedule, projected attendance, estimated gross revenue, estimated expenses, and any budget areas that are expected to change significantly
* Additional items may be included.

Cover Letter Attached? Yes ☐ No ☐
Resume Attached? Yes ☐ No ☐

Description of Event/Theme:
Click or tap here to enter text.

**PROPOSED DATE/TIME OF EVENT**

Start: Click or tap to enter a start date.

End: Click or tap to enter an end date.

**Autocrat:**
Mundane Name Click or tap here to enter text.

SCA Name: Click or tap here to enter text.

Postal Address Click or tap here to enter text.

 Click or tap here to enter text.

Phone Number Click or tap here to enter text.

Email: Click or tap here to enter text.

Membership Number Click or tap here to enter text.

**Emergency Deputy:**
Mundane Name Click or tap here to enter text.

SCA Name: Click or tap here to enter text.

Postal Address Click or tap here to enter text.

 Click or tap here to enter text.

Phone Number Click or tap here to enter text.

Email: Click or tap here to enter text.

Membership Number Click or tap here to enter text.

**STAFF:**

Suggested Staff: Please enter SCA Name/Mundane Name

Reservation Clerk Click or tap here to enter text. /Click or tap here to enter text.

Event Exchequer Click or tap here to enter text. /Click or tap here to enter text.

Head Troll Click or tap here to enter text. /Click or tap here to enter text.

Martial Coordinator Click or tap here to enter text. /Click or tap here to enter text.

Media Liaison Click or tap here to enter text. /Click or tap here to enter text.

A&S Coordinator Click or tap here to enter text. /Click or tap here to enter text.

Merchant Coord. Click or tap here to enter text. /Click or tap here to enter text.

Camping/land Staff Click or tap here to enter text. /Click or tap here to enter text.

Equestrian Click or tap here to enter text. /Click or tap here to enter text.

Fencing Click or tap here to enter text. /Click or tap here to enter text.

Archery Click or tap here to enter text. /Click or tap here to enter text.

Thrown Weapons Click or tap here to enter text. /Click or tap here to enter text.
Watch Security Click or tap here to enter text. /Click or tap here to enter text.

Parking Click or tap here to enter text. /Click or tap here to enter text.

**Other Staff Positions**:

Additional Click or tap here to enter text. /Click or tap here to enter text.

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**EVENT SITE INFORMATION:**

Name of Site: Click or tap here to enter text.

Site Postal Address Click or tap here to enter text.

 Click or tap here to enter text.

Web Address Click or tap here to enter text.

Site Contact: Click or tap here to enter text.

Contact Phone Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

Is a copy of the proposed site contract attached? Yes ☐ No ☐

Are pictures/brochures of the site attached? Yes ☐ No ☐

Handicap Accessible? Yes ☐ No ☐

Please provide a brief description of any handicap accessible restrictions:

Click or tap here to enter text.

Camping Available? Yes ☐ No ☐

For how many? Click or tap here to enter text.

Cabins Available? Yes ☐ No ☐

 For how many? Click or tap here to enter text.

Royal Rooms Available? Yes ☐ No ☐

For how many? Click or tap here to enter text.

Nearby Hotels? Yes ☐ No ☐

Approx. how far/how many? Click or tap here to enter text.

Bathroom facilities? Yes ☐ No ☐

Will you be ordering port-a-johns? Click or tap here to enter text.

How many (estimated) Click or tap here to enter text.

Showers available? Yes ☐ No ☐

Room for heavy combat? Yes ☐ No ☐

Room for rapier? Yes ☐ No ☐

Room for archery? Yes ☐ No ☐

Room for combat archery? Yes ☐ No ☐

Facilities for Equestrian? Yes ☐ No ☐

 Please describe: Click or tap here to enter text.

Indoor area for Court? Yes ☐ No ☐

Kitchen facilities? Yes ☐ No ☐

Are you planning a feast? Yes ☐ No ☐

For how many? Click or tap here to enter text.

Alcohol permitted? Yes ☐ No ☐

Are you planning Day board food? Yes ☐ No ☐

For how many? Click or tap here to enter text.

Insurance required by site: Choose an item.

Equestrian Insurance Yes ☐ No ☐

\*You MUST have Equestrian Insurance ordered if there will be any horses on site at any time during the event.

Is there adequate parking? Yes ☐ No ☐

Describe any limitations Click or tap here to enter text.

Accessible by mass transit? Yes ☐ No ☐

Explain: Click or tap here to enter text.

Rooms for classes? Yes ☐ No ☐

Area for children’s activities? Yes ☐ No ☐

Other Details: Click or tap here to enter text.

Please feel free to add additional information on separate pages

**PROPOSED BUDGET**

Estimated Attendance:

Adults: Click or tap here to enter text.

Children: Click or tap here to enter text.

Onboard: Click or tap here to enter text.

Offboard Click or tap here to enter text.

Expenses

Site Fee $Click or tap here to enter text.

Insurance[[1]](#footnote-1) $Click or tap here to enter text.

Equestrian Insurance[[2]](#footnote-2) $Click or tap here to enter text.

Port-a-Johns rental $Click or tap here to enter text.

Site tokens $Click or tap here to enter text.

Martial related\* $Click or tap here to enter text.

Classes related\* $Click or tap here to enter text.

Printing $Click or tap here to enter text.

Children’s activities $Click or tap here to enter text.

Feast fees $ Click or tap here to enter text.

Daytime food $ Click or tap here to enter text.

Additional $Click or tap here to enter text.

Additional $Click or tap here to enter text.

Additional $Click or tap here to enter text.

Additional $Click or tap here to enter text.

Additional $Click or tap here to enter text.

Additional $Click or tap here to enter text.

Additional $Click or tap here to enter text.

Total estimated expenses: $Click or tap here to enter text.

\*Attach a separate sheet detailing expenses

Estimated Gross Income:

Adults: $Click or tap here to enter text.

Children: $Click or tap here to enter text.

Onboard: $Click or tap here to enter text.

Offboard $Click or tap here to enter text.

Total estimated income: $Click or tap here to enter text.

Net revenue from event $Click or tap here to enter text.

This portion of the form for the budget may not encompass all your variables. If wanted, you may attach a different budget, if it contains the information above.

**OTHER IMPORTANT INFORMATION**

1. Pursuant to EK Law, Section VIII.A.1.c., “One-half of the profit made on a Kingdom Event will be given to the East Kingdom.”
2. \*Pursuant to EK Law, Section VII.A.1.b. , “Expenses related to running of any Kingdom Event are to be borne by the event, and must be included in the bid. An estimate of these expenses may be obtained from the appropriate Kingdom Officer or the Kingdom Chancellor of the Exchequer.”
3. Fund-raisers benefiting the East Kingdom are encouraged and are separate from the event’s profits.
4. The autocrat or designee is to contact the Crown or Their designee to schedule court times and other official Royal activities at the event, as well as royalty room(s) requirements.
5. A list of hotels/motels or other arrangements should be made available to those who ask. It is encouraged, when possible, to arrange for discounts at local motels/hotels.
6. If your bid is accepted, it is the autocrat’s responsibility to immediately have the event date(s) placed on the Kingdom Calendar in Pikestaff through the EK Chronicler as well as to submit the full event announcement as soon as possible through the EK webpage Ginger Event Report Submission Form.
7. If there are any pictures of the site, please attach them to this bid form.
8. This form may be submitted by electronic or printed copy format.
9. All additional relevant information is welcome.

This form must be completed and submitted along with any other information you wish

to provide in your bid for a Kingdom Event. Please send it via e-mail, to each of the following people:

Kingdom Seneschal: Mistress Mercedes Vera de Calafia

Jody Livingston

seneschal@eastkingdom.org

Event/Calendar Clerk: Lady Máirghréad Ghearr

Heather Rosen

eventclerk@eastkingdom.org

Kingdom Exchequer: Maestra Ignacia la Ciega

Penny Supina

exchequer@eastkingdom.org

King & Queen of the East

Brion Anthony Uriel Tarragon and Anna Ophelia Holloway Tarragon

trm@eastkingdom.org

Prince & Princess of the East:

trh@eastkingdom.org

(sometimes prince/princess@eastkingdom.org)

(see Pikestaff or www.eastkingdom.org for names and addresses)

1. $50.00 if ordered from SCA corporate office at least 30 days in advance [↑](#footnote-ref-1)
2. $50.00 if ordered from SCA corporate office at least 30 days in advance (separate from additional insurance) [↑](#footnote-ref-2)