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>KingdomEvents@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 <u>KMOAS@atlantia.sca.org</u> and the University Chancellor at <u>University@atlantia.sca.org</u>

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:	
	*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: Restrooms: Class / Meeting Rooms: Feast Hall Seat Capacity:

Rooms / Cabins: Beds per Cabin: Camping Spaces: Showers:

Dining Area

The following amenities ARE available:

Kitchen Facilities

Auditorium Class / Meeting Private Room / Royal Room

Fighting Fields Rooms Archery Range Equestrian Facilities

Hot Water Cold Water (Spigot)
Heat Air Conditioning

Internet Connectivity Electricity Restaurants

Hotels Near Site Near Site miles miles

The following activities ARE permitted:

Martial: Pets: Alchohol:

Heavy (Armored)Service Animals ONLYUnrestrictedHeavy (Rabated Steel)UnleashedBeer & WineRapierLeashedCooking ONLY

Target Archery Purchased from Site ONLY

Thrown Woodpass

Thrown Weapons Other Requirements - Explain under

Combat Archery Site Restrictions

Siege Weapons Equestrian

American with Disabilities Act:

Site is ADA Accessible Site is Primitive

List ADA Accommodations below **OR** list what accommodations will be made for this event:

Other:		
	Merchants Authorized	
	Site Restrictions, please explain below:	
	ions (optional) about this site made you choose it? What do you want the committee to know about	t it?
	e Map / Layout sent with bid vill the event look like? (head cook, theme, special activities, staff, etc.)	
Please	describe your (event steward) qualifications and experiences running events.	

VII. Financial Agreement

e-lists to ensure a good attendance (initials)

Signature, Event Steward

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. Date Signature, Signature, Date Seneschal of Hosting Branch Seneschal of Co-Hosting Branch 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 (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 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

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

Date

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)