Event Bid

Event:	Branch:
Proposed Date:	Submission Date:

Requesting Autocrat/s: *Contact details for proposed event stewards.*

Autocrat:		Autocrat:	
Society Name:		Society Name:	
Modern Name:		Modern Name:	
Address:		Address:	
City, State:		City, State:	
Phone:		Phone:	
Email:		Email:	
Membership #:		Membership #:	

Proposed Site: *Information on site planned for event.*

Site Name:		Contact Name:	
Address:		Phone:	
City, State:		Email:	
Times:			

Description: *Kitchen, rooms, number of tables, camping, parking, etc. The more detailed the better.*

Rental Fee Details: *Particulars involving the contract to reserve the site.*

Planned Activities: *What will be happening at the event?*

Site Rules: *Determined by site. Should include particulars of event. Smoking, parking, alcohol, children, lost items, etc.*

Finances: *Details about the monies involved in running the event.*

Income:

Pre-registration		Day of Event	
Adult Site:	$	Adult Site:	$
Child 6-12 Site:	$	Child 6-12 Site:	$
Under 6 Site:	$	Under 6 Site:	$
Family Site:	$	Family Site:	$
Adult Feast:	$	Adult Feast:	$
Child Feast:	$	Child Feast:	$
Merchants:	$	Merchants:	$

Anticipated Attendance:

Expenses:

SCA Inc, Pale:	$	Site Charges:	$
ACCEPS:	$	Decorations:	$
Advertising:	$	Tokens:	$
Other:	$	Other:	$
Other:	$	Other:	$
Other:	$	Other:	$

Total Expenses: $

Break Even:

Total Expenses: _____ / Adult Site: _____ = _____ Attendance

Total expenses divided by the adult site fee will equal the number of adult attendance to break even.

Additional Comments:

Suggested Event Staff:

Feast:		Phone:		Email:	
Set up:		Phone:		Email:	
Clean up:		Phone:		Email:	
Gate:		Phone:		Email:	
Merchants:		Phone:		Email:	
Classes:		Phone:		Email:	
Lunch:		Phone:		Email:	
Advertising:		Phone:		Email:	
Decorations:		Phone:		Email:	
Marshal:		Phone:		Email:	
Tokens:		Phone:		Email:	