Event Bid Policy

Those wishing to propose that the Barony of Brendoken host an event and open the floor to bids for said event should do so at least 6 months before the proposed event date by alerting the Seneschal and requesting he add the proposal to the agenda. Event bids MUST be submitted at least four months in advance of the event in order to make the deadline for the Kingdom newsletter. Kingdom level events must go through the proposal/open for bids/decision process. Local level events may be submitted as completed bids bypassing the proposal stage.

Event bids should be submitted using the Bid Form found on the Baronial website. Copies of the form can be provided by the Seneschal or Webmaster. Event bids may be submitted by any member of the Brendoken populace who wishes to autocrat an event. Event bids may also be submitted by members of neighboring groups who want Brendoken to sponsor their event.

Event bids must be presented at a monthly Baronial meeting in order to be approved the following month at the next regular meeting. Final approval rests with the Seneschal, officers and Baron and Baroness, who will take the wishes of the populace into account. In cases where this is not possible due to bid cut-off dates (as for Kingdom events,) the Seneschal may review the bid, publish information about it on all Baronial e-lists and pages and bring the bid to the next meeting – announcing and approving at the same meeting.

Ideally, all event bids should be submitted even sooner: six to twelve months in advance to allow extra time to get the event on the Midrealm calendar and to plan and advertise the event.

All event bids must include the following:

- *Completed Event Bid form* (available to download) or equivalent.
- *Staff list* including the Autocrat, Troll, Marshals, Class and Merchant Coordinators, Feastocrat, etc.
- *List of facilities* available at the site (classrooms, fighting areas, extra rooms, etc.)
- *All costs and budget projection*

Planning Calendar: *This is tentative and may not include all the necessary information. This is a basic calendar including many important dates intended only as a guideline.*

Four Months before Event		Pale deadline for following month (free preview)
		Plan an early stage planning meeting
		Group Business/Populace Meeting
Three Months before Event		Pale deadline for following month (1/2 or 1/4 page ad)
		Mail Invitations to Crown, Heirs
		Open pre-registration on-line and send check for ACCEPS
		Group Business/Populace Meeting
Two Months before Event		Pale deadline for following month (1/2 or 1/4 page ad)
		Group Business/Populace Meeting
Month before the Event		Organize mid stage planning meeting
		Group Business/Populace Meeting
Month of the Event		Recommended deadline for pre-registration
		Confirm site tokens completed
		Confirm decorations completed
		Check in with staff and remind to have volunteers commit
		Organize final planning meeting
		Set up event day before and unload storage
		Event
		Return everything to storage
		Email thank you lists and lost and found lists
		Group Business/Populace Meeting
Month after the Event		Group Business/Populace Meeting
		Plan post event meeting
		Confirm event reports submitted
		Confirm awards reported to the Pale and to the College of Heralds
		Confirm checks mailed for any profit split
		Confirm non-member surcharge mailed

Additional Comments: