

## Event Bid/Proposal Form

Event Name:

Date and time event opens:

Date and time event closes:

Full address for event:

### Contact Information

Event Steward:

(Must have valid membership card)

- Legal name:
- SCA name:
- Address:
- Email:
- Phone number:
- Membership number and expiration date:

Deputy Event Steward:

(Must have valid membership card)

- Legal name:
- SCA name:
- Address:
- Email:
- Phone number:
- Membership number and expiration date:

Gate keeper:

(Must have valid membership card)

- Legal name:
- SCA name:
- Address:
- Email:
- Phone number:
- Membership number and expiration date:

### Miscellaneous Staff:

Reservations Clerk:

- Legal Name:
- SCA Name:
- Contact Info:

Feast Cook:

- Legal Name:
- SCA Name:
- Contact Info:

Day Board Cook:

- Legal Name:
- SCA Name:
- Contact Info:

\*Any other staff in charge of even duties can be listed below

\*Note, if you are going to be having any marshal activities, you will need to ensure that you have the appropriate marshals available for your event.

## Site Information:

Please include additional site information here that may be useful.

This can include, but is not limited to, info such as:

-camp fires, indoor candles, onsite washrooms and/or showers, rooms available, pets permitted or not, accessibility, alcohol being permitted on site or not, parking space, building capacity and any other details that should be made available about the site.

\*if you are submitting a printed copy, please submit on a separate sheet under the heading "site information".

## Event Advertising:

\*All events must be at least advertised to the local populace through a formal channel. (such as our shire website, newsletter (the Lyndhaven leaflet), Pikestaff, EK calendar page, etc.).

- Shire list
- Shire website
- Shire newsletter
- East Kingdom Calendar (by default, anything listed on the EK calendar will appear on the Tir Mara website and Pikestaff)
- Pikestaff (can be submitted separately)

## Activities / Type of Event

What type of event are you running?

Some examples are: Camping event, Day event, Heavy weapons Battle, Championship event, Schola etc.

What sorts of Activities are planned for your event? Please include a simple list of activities you are planning.

Some examples are: Rapier, Children's Activities, Archery, Dancing etc.

\*note: This list is partially helpful to us, but also to you when it comes time to create an event announcement and start advertising your event.

## Budget and Fees

Please see the expense spreadsheet.

(Please affix any extra expenses to the spreadsheet)