

Kingdom Event Bid Form

Kingdom Event:

**A&S Collegium/Competition
Archery/TW Champions**

Crown Tournament

Coronation

Date(s) _____

Bid Contact

SCA Name: _____

Modern Name: _____

E-mail: _____

Phone: _____

Proposed Event Steward

SCA Name: _____

Modern Name: _____

E-mail: _____

Phone: _____

Proposed Event Staff (as applicable)

Local Armored Combat Marshal

SCA Name: _____

Modern Name: _____

E-mail: _____

Phone: _____

Local Rapier Combat Marshal

SCA Name: _____

Modern Name: _____

E-mail: _____

Phone: _____

Local Archery Marshal

SCA Name: _____

Modern Name: _____

E-mail: _____

Phone: _____

Local Thrown Weapons Marshal

SCA Name: _____

Modern Name: _____

E-mail: _____

Phone: _____

Class Coordinator

SCA Name: _____

Modern Name: _____

E-mail: _____

Phone: _____

A&S Competition Liaison

SCA Name: _____

Modern Name: _____

E-mail: _____

Phone: _____

Royal Liaison

SCA Name: _____

Modern Name: _____

E-mail: _____

Phone: _____

Site Name & Address: _____

Site Description: _____

Applicable Amenities (# bathrooms/stalls, changing rooms, royal rooms, list fields, camping space, classrooms, display hall, court hall, peerage circle space, etc.):

Food Situation: _____

Food Steward:

SCA Name: _____
Modern Name: _____
E-mail: _____
Phone: _____

Parking Details: _____

Lodging Options: _____

Parking Details: _____

Proposed Fundraiser: _____

Fundraiser Coordinator:

SCA Name: _____
Modern Name: _____
E-mail: _____
Phone: _____

(Be sure to fill in fundraiser budget below!)

Pre-Event Budget	(A)	(B)	(C)	(D)	(AxC) + (BxD)	IDAHO ONLY Projected Sales Tax	IDAHO ONLY Tax %
	# Reserved	# at the Door	Fee-Reserved	Fee-at Door	Total		6%
Full Cost Gate Fee							←x 1.06
Discounted Gate Fee							←x 1.06
Free Minors				\$0			
Comps							←x 1.06
Feast-Full Cost							←x 1.06
Feast-Discounted							←x 1.06
Merchandising							←x 1.06
Class Fee							←x 1.06
Other Income	Describe below						←x 1.06
ESTIMATED GROSS INCOME:							

EXPENSES (PAYMENTS)	
Advertising (In non-SCA publications/media)	
Equipment Rental and Maintenance (Port-a-potties, dumpster, etc.)	
Fees and Honoraria (Itemize below)	
Food (food or drink only)	
General supplies (i.e. site tokens, prizes, duct tape, plastic spoons etc.)	
Insurance (Non-SCA. In addition or instead of SCA Insurance)	
Occupancy and Site Charges (All deposits or costs to use the site)	
Printing and Publications (i.e. flyers, class sign up sheets etc)	
Travel (Transportation for event related purposes only)	
Payables (Estimated collected tax to be sent to Society)	
Other Expenses (itemize below)	
ESTIMATED SUB TOTAL EXPENSES X 1.1:	
Insurance (SCA - Site and/or Equestrian from Society) transfer	
TOTAL EXPENSES	

(must be ordered by
 ← Exchequer at least 3
 months before event!!)

If possibility of deposit return, enter deposit amt here-> 75% of deposit return ---->

ESTIMATED NET PROFIT:

50% split of profit with Kingdom, calculate their split of the net profit here -->.

ESTIMATED FINAL PROFIT: (Net profit minus transfers to Kingdom or other groups)

Event Other Income – Description: _____

Event "fees and Honoraria" or "Other Expenses" – Description: _____

Moved to Another SCA Group/Account – Description (Which SCA group and reason): _____

Fundraiser Budget

ESTIMATED AMOUNT OF FUNDS TO BE RAISED

	ESTIMATED GROSS INCOME OR		use blue cell row for auctions, etc.
Use tax % IDAHO ONLY	less Sales Tax – 6% IDAHO ONLY	\$0.00	Not for sale of individual items with a fixed price
	TOTAL INCOME	\$0.00	

TO BE SOLD	NUMBER	PRICE	
			\$0.00
Use tax % IDAHO ONLY	less Sales Tax – 6% IDAHO ONLY		\$0.00
	TOTAL INCOME TO BRANCH		\$0.00

green cell row for estimated income. of sale of individual things like lunches widgets etc.

Signatures:

Local Seneschal – SCA Name _____

Mundane Signature _____

Local Exchequer – SCA Name _____

Mundane Signature _____

Territorial Nobility/Member of Financial Committee – SCA Name _____

Mundane Signature _____