

Kingdom of Atlantia, SCA, Inc.
Kingdom Event Bid Form

PLEASE COMPLETE THIS FORM AND SEND COPIES TO THE FOLLOWING:

- Kingdom Event Bids Committee at KingdomEvents@atlantia.sca.org
- Please send to the Kingdom Seneschal if the Kingdom Event Coordinator office **is vacant**
- UniversityBids – CC the Kingdom Minister of Arts and Sciences at KMOAS@atlantia.sca.org and the University Chancellor at University@atlantia.sca.org

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:

Other:

Merchants Authorized

Site Restrictions, please explain below:

V. Summations (optional)

What about this site made you choose it? What do you want the committee to know about it?

Site Map / Layout sent with bid

What will the event look like? (head cook, theme, special activities, staff, etc.)

Please describe your (event steward) qualifications and experiences running events.

VII. Financial Agreement

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.

Signature,
Seneschal of Hosting Branch

Date

Signature,
Seneschal of Co- Hosting Branch

Date

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 e-lists to ensure a good attendance _____ (initials)

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)

Signature, Event Steward

Date

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