Ansteorra Kingdom Event Bid Form

Event:	
Name of Group	
Date of Submission:	
Requesting Seneschal	(Event steward is a deputy of the seneschal)
SCA Name	Co-Steward SCA Name
Modern Name	Modern Name
Address	
City, State, Zip	City, State, Zip
Phone	Phone
Email Exp	Email
Membership #Exp	Date Exp Date
Site Address	Name of Site
Description of site:	
Signatures (Faxed, scanned or electronic s	ignatures are accepted.)
I certify that I have verified the members Seneschal.	thip of the above named individual and I do hereby warrant them as a depu
Seneschal	
	Date
Baron/Baroness	Date Date

Send completed form along with a budget worksheet to Calendar Deputy, Kingdom Seneschal, Kingdom Exchequer, Crown and any relevant Kingdom Officer.

		Budget Wo	rksheet for Ans	teorra Kingdom Ev	ents, Multi-Grou	p Events & Combined Events	
Autocrat: Co-Autocrat:	SCA Name (mka: Mundane Name)				Phone	E-Mail Address	Physical Address
List the Event Financial Committee Members: Sponsoring Group Seneschal: Participating Group Seneschal: Participating Group Seneschal: Participating Group Seneschal: Suggested: Regional Seneschal Regional Exchequer							
	Budget		D. ()				
Description Black Star Ad (\$60 / pg) for: Black Star Ad (\$60 / pg) for: Site Expenses: Refundable Deposit NonRefundable Deposit	1st Event	2nd Event	Combined Actual Cost	Date Payment was made	<u>Vendor Info</u>	Notes (to be filled in by user) For example, security deposit that will be refunded if no damages occur	
Hall Rental (less nonrefundable deposit) Additional Hours for Hall Feast / Sideboard Luncheon Site Tokens Decorations Printing (handouts/invitations) Prizes Equipment Rental Autocrat Needs (List additional expenses here)							
Total Budget Less Refundable Expenses Total Projected Event Expense:				-		Manually enter the amount of actual refunded expense	es in cell D36 when they are received
Actual Event Expense:							
Proposed Fees Adult Site Fee (age 18 and up) Youth Site Fee (age 6 to 17) Children Site Fee (under 5) Family Max NMS Feast		Attendance				Note: For 'free' site fees, enter ".001" cents. This will a List Gate Income; Attendance numbers will automatica	
*Gate fund discrepancy Actual Event Income with NMS:				_		*Only list excess or loss of gate funds after event in ce	ali D48
Actual Event Income with NMS: Actual Event Income without NMS:						NMS is automatically removed from this total, as this s	surcharge goes to Kingdom
Number of Adult Attendees to Break Even: Projected Profit/Loss for adult attendees:						(Projected Event Expense divided by Adult Site Fee) Type a number into cell B53 to alter projected profit or	rloss
Actual Profit or Loss:						Any split with Kingdom is taken before profits are distri	ibuted to participating groups