

Kingdom level events

Bidding a Kingdom event can be an intimidating process but it is the Stallari Council's hope that this document will help you to submit a complete and successful bid. If you have any questions please contact the Kingdom Seneschal. seneschal@northshield.org

Thank you and happy bidding.

1. Before you bid

- What is a kingdom level event and what isn't
 - A kingdom event is one that is "critical to the maintenance of the realm such as Crown or Coronation, or events that further Kingdom goals and have direct support and oversight of a Kingdom officer(s)."
 - Kingdom events must be bid to the Stallari Council
 - Any event that isn't a Kingdom event is a local event.
- Typical Kingdom events you might bid for
 - Crown
 - Coronation
 - Officer's day
 - Kingdom A&S event and/or SUN
- Things you need permission for (**THESE EVENTS ARE NOT BY THEMSELVES KINGDOM EVENTS AND DO NOT NEED TO GO THROUGH THE KINGDOM BID PROCESS**)
 - To use the terms in name of event "Royal", "Northshield", "their Majesties" etc.
 - To use the second weekend for a local event
 - Send permission requests to the Kingdom Seneschal
- Loans from the Kingdom are available to groups who do not have enough funds to cover up-front costs and deposits. Any money loaned must be repaid from the gross receipts. Please contact the Kingdom Exchequer for details. exchequer@northshield.org
- When to bid for events
 - Call for bids will be advertised by a Greater Officer. Ideally, Kingdom event bids are desired a year before the proposed date of the event. The decision on the bids submitted will be made within the month following the deadline. If no bids are received by the deadline, the first acceptable bid received will be accepted.

2. Bidding the event

- A bid package that is complete will include:
 - Basic Event Information: Any event bid should be able to cover all the criteria in the Event submission guidelines
<http://northshield.org/Posts/Display.aspx?ID=67>
 - Event Name
 - Host group

- Proposed site address
- Fees
 - Adult
 - Child (age range)
 - Lunch (if applicable)
 - Feast (if applicable)
- Pictures of the site
- Description of site
 - Size of site (especially measurements of fighting space for crown)
 - Parking capacity
 - Are there showers, how many bathrooms?
 - Handicap accessibility
 - Inside or outdoor site. Alternative plans if weather is uncooperative?
- Site permissions and restrictions
 - Dry, damp, or wet site?
 - Pet policy?
 - Outside food and drink allowed? Onsite food options? Local eateries?
 - Any other ordinances or limitations (i.e. naked flame restrictions for A&S type bids etc.)
- A breakdown of other activities (i.e. A&S display, martial activities, classes, etc.)
- Will food be served? Lunch and feast are commonly done but not required.
- Event staff listing
 - SCA Name
 - Real name
 - Contact information
 - Short Biography -highlighting their experience relevant to the position
- A budget
 - Facility costs, the costs of the site should be maximized; that is, some costs are variable (i.e. janitorial services) list the most expensive variation. The budget cannot show a planned loss; it will not be accepted.
 - Deposit
 - Site rental fee
 - Janitorial fees
 - Advance set up fee

- Table and chair charges, etc.
- Include the fee for an insurance certificate if required by the site (remember that there is a late fee-less than 30 days to the event)
- Facilities may have fees based on the number of individual areas being used. For coronation having two royalty rooms is very useful. Separate changing rooms for men and women in addition to rest rooms are always appreciated. In particular for Crown tourney showers are welcome. A child's play room is an added bonus if it can be supervised properly. A merchant area is a pleasing addition to any event
- Advertising
- Site tokens (if used)
- Site supplies
- Misc. Supplies (this would include supplies for gate, reimbursements to the event stewards for telephone calls and other postage, etc.
- Royalty room expenses
- Feast and lunch. This is only to be included in the actual budget if your group is doing the cooking. Build in the cost of having a sample feast, or for supplying some food to make samples of the proposed menu items. Don't forget the costs of cleaning supplies for the kitchen, such as soap, paper towels, garbage bags, steel wool pads, and so on. If the feast is being catered, the costs to attendees should be included in the bid, but not in the actual budget unless the group is required to advance some funds. Make sure to account for the free feasts; that is consider anyone at head table is eating for free. (Figure a minimum of 8 for High Table but note if this can be expanded depending on space.)
- Break out lunch and feast separately, they should be able to pay for themselves.
- Revenue
 - Site fees
 - Break even attendance (i.e. how many people need to pay listed fees to cover costs) for site, lunch, and feast separately, as applicable.
 - Merchant fees (if any)
 - Projected profits
 - Percentage split -1/2 profits go to the Kingdom

- Relationship to highway system (i.e. is it way out in the boonies or is it pretty accessible?)
- Hotels (will there be a reserved block of rooms, what hotels are close to site)
- Tentative lunch menu (if you are having one)
- Tentative feast menu (if you are having one)

- Bidding Crown Tournament
 - Ideal sites:
 - Have sufficient room for fighting. Meaning
 - Fighting space should be at least 20' x 20'
 - Room for a 5' barrier all around (so 30'x30')
 - The floors are durable enough for fighters on their knees to not damage them. So cement, grass, hard wood with good rubber mats
 - 12' ceilings to allow for pole arms
 - Sufficient space for populace and presences to be set up around the list field.
 - High-school Gymnasiums are often minimally sufficient. They tend to not be big enough to hold everyone, the shape means that it gets very loud and hot in the gym once the tourney kicks off.
 - Sites will need to have some space set aside for a royalty room and/or meeting space. There is typically at least a Chivalry meeting after crown tournaments, there may be other meetings

- Bidding Coronation
 - Ideal sites:
 - Space should have a good court space, churches have been popular and successful in this regard as they lend themselves acoustically.
 - Meeting spaces and royalty rooms. You will need at least two, one for each of the royals is common. There will also typically be many other meetings for other orders or Stallari meetings
 - Remember that this is going to be two courts, so having space for combat scribing is good.
 - Remember this event gets a lot of pomp and showmanship, so having photogenic backdrops/spaces is helpful.

- Bidding SUN, Kingdom A&S, Officers Day
 - Ideal sites:
 - Classrooms – at least 7 rooms or a large gym
 - Tables and chairs for adults
 - Populace space
 - Registration/gate space
 - Lunch space (this can be the same as populace space)
 - Royalty space
 - Court Space

- As indicated– things the event might like
 - Site that allows alcohol
 - Merchant space
 - Specialized class space
 - Dance space
 - Kitchen space for culinary classes
 - Space for A&S display/competitions
 - Space for blacksmithing, metal casting, lamp work beads or wet fiber felting
 - Separate space for children’s activities
 - Movie screens
 - Projectors
 - Electricity
 - First Aid/Emergency information
 - Availability of First aid kit, ice packs, defibrillator, access to water, adequate shade?
 - Plan to handle emergencies?

- **Once the bid package is done**
 - Send the package to the Kingdom Seneschal. They will forward it to Their Majesties and the Stallari Council.
 - Ultimately Their Majesties will make the choice about which event is selected.

- **When you get the bid**
 - Reserve the site ASAP
 - Begin what preparations your group wants to make (if any)
 - Coordinate as needed with the Royalty/Greater officer about the activities and needs for the day of

3. At the event

- Run Gate
- Lunch/Feast (if your bid included this)
- Put up decorations/banners (night before is often best)
- Set up list field (crown tournament)
- Coordinate day of with Herald in Charge and Signet for court
- Coordinate day of with Kingdom Marshal (crown tourney)

4. After the event

- Finish an event report (as you would with any event)
<http://northshield.org/Resources/AutocratPostEventReport.aspx?Events/ReportForms>
- Exchequer should do event report and financials. (as you would with any event)
- ***½ of net profits go to kingdom. The Stallari council will be responsible for deciding which fund the kingdom net profits will be deposited.***
- ***If the event should happen to lose money the Kingdom will cover ½ the net loss.***
- Send in NMS per exchequer policy (as you would with any event)
- Lost and found posting (as you would with any event)
- Public thanks to all those who helped (as you would with any event)
- Congratulate your team on a job well done (as you would with any event)

NORTHSHIELD EVENT BID CHECKLIST

1. BID PACKET REQUIRED INFORMATION – SEND PACKET TO KINGDOM SENESCHAL

- Event Name, Host Group, Proposed Site Address
- Fees – Adult, Child (age range), Family Cap, Lunch, Feast
- Budget – site, lunch, and feast (as applicable)
- Description of Site – Size of site, parking, showers, bathrooms, handicap accessibility
- Pictures of Site
- Site permissions and restrictions
- Breakdown of activities
- Food – Lunch and Feast Menus
- Event Staff
- Location in relation to amenities – highways, restaurants, etc.
- Hotel information-room blocks, list of hotels, etc.

2. BID ACCEPTED

- Reserve site ASAP
- Begin preparations your group wants to make
- Submit event information to Kingdom calendar, social media, create website
- Coordinate as needed with the royalty/greater officer about the activities and needs of the day

3. AT THE EVENT

- Run gate
- Lunch/Feast (if included in bid)
- Decorations/Banners/etc. Best to do night before
- Set up list field (Crown Tournament)
- Coordinate day of with Herald in Charge and Signet for Court
- Coordinate day with Kingdom Earl Marshal (Crown Tournament)

4. AFTER THE EVENT

- Finish event report - <http://northshield.org/Resources/AutocratPostEventReport.aspx?Events/ReportForms>
- Exchequer finalize financials and report
- Send in NMS per exchequer policy
- ½ net profits go to kingdom
- Lost and found postings
- Public thanks to all who helped
- Congratulate your team on a job well done