

Basic Event Information: Any event bid should be able to cover most, if not all, the criteria in the Kingdom Event submission guidelines found at: <http://northshield.org/Posts/Display.aspx?ID=67>.

- Event Name
- Proposed site address
- Fees
 - Adult
 - Child (age range)
 - Lunch (if applicable)
 - Feast (if applicable)
- Pictures & Descriptions of the site
 - Especially helpful if we haven't used it before.
- 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?
- Event staff
- A budget
 - Facility costs
 - 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)
 - Advertising?
 - Website plan
 - Breakdown of dates to get event information to Webminister.
 - Barebones event into
 - Event Staff
 - Lunch/Feast
 - Etc.
 - Best practice dictates having at least minimum information in four months before the event.

- 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.)
- Feast and lunch.
 - 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.
 - Make sure to account for the free feasts; that is consider anyone at head table is eating for free.
 - 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
- 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)

Note: If you're event bid is approved, please be prepared to get information to the webminister by the next business meeting. As a shire we expect event info to be uploaded at least four months before the event if possible.

Adapted from

http://www.northshield.org/Resources/PDF/Seneschal/Bidding_Kingdom_level_event.pdf