

Event Bid Guidelines

1. If the event is already budgeted (and is not GNEW or a kingdom level event) please email bids to Seneschal and Deputy Seneschal by the business meeting; no less than 2 months prior to proposed event, not counting the month the event is actually taking place.

For example, if you wish to hold an event on May 15th (say for example Springs inspirations) bids will be accepted until the March business meeting.

***A list of budgeted events can be obtained by the following:*

Attending the annual budget meeting- See the Exchequer for details

Contacting the Seneschal, Deputy Seneschal, and or Exchequer.

2. Since GNEW requires more preparation time; it is requested that potential Autocrats have a bid in no later than the September business meeting.

3. If it's a Kingdom level event the recommendation is to have bids in ASAP and no less than the business meeting 3 months prior to the proposed event.

4. If the event you wish to hold is not a regularly budgeted event we must vote for the allocation of funds. Please email the Seneschal, Deputy Seneschal, and the Exchequer your bid proposal by the business meeting no later than 3 months prior to event (in this case sooner is always better than later)

Example you want to have a previously unbudgeted event June 17th. The bid needs to be in by the March business meeting.

These guidelines should help so events are not rushed and they have time to be posted in the Pike Staff and EK web site.

What should a bid look like? Well I am glad you asked it should contain the following information :

Name: (both SCA and Legal)

Deputy name: " "

Contact information: (must have at least two for both contacts)

phone

e-mail

address

Description of the event-

Estimated Cost- (this is just an estimate and is not a final determination of the operating budget for the event).

Estimated time of the event to be held- (this is not a firm date, but an idea of when this would be held for planning purposes).

Please note: If this is your first time Autocrating an event we highly recommend that you have a “mentor” who has run event previously to help you.