

Bid for October 8th, 2022 Event:

Autocrats: Riocard Docair and Jakob Agnarsson

Date: October 8th, 2022

Site: St. Paul's UCC, 1979 Weavertown Rd, Douglassville, PA 19518

Theme: Hartshorn-Dale and all that it offers, emphasis on our roots as a Shire.

Cost Breakdown:

Site Costs:

Site Deposit (Non-Refundable)	\$200 (Contract Signed)
Remaining Site Cost	\$300
Total Site Cost	\$500

Kitchen Expenditures:

Dayboard Expenditure	\$200 (Estimate, awaiting numbers)
Feast Expenditure	\$500 (Estimate, awaiting numbers)
Miscellaneous Expenditures	Unknown

Other event costs:

Site tokens	Being Covered by Autocrats
Cleaning supplies	\$50
Bottled Water	Asking for Donations
Paypal is approximately 2% additional	Included in site fee per person
Insurance certificate	\$50
Miscellaneous	\$100
Total expected expenditures (Minus Feast)	\$900
Total expected expenditures (With Feast)	\$1,400

Break-even point for Gate: 50

Entry Fee per Person: \$18 members, \$23 non-members, \$9 Children (6-17), 0-5 Free

- Family Cap of \$45 (2 adults 1 child)

Break-even point for Feast: 34

Feast Fee per Person: \$15

Realistic expectation of attendees for entire event: 60

Staff:

- Autocrats: Riocard and Jakob (Can fill in where needed)
- Registrar: Alison
 - Gate: Alison
- MoL: Mistress Judith the Confused (is bringing 3 MoLs with her)
 - Fencing MoL:
 - Heavy MoL:
- Kitchen Coordinator: Diana
- Marshals:
 - Fencing: Jacqueline Cross
 - Heavy: Sterling De La Rosa
 - Archery: Naomi bat Avraham
 - Thrown Weapons: Mikael Melrakki
- A&S: Elizabet Marshal
- Advertising: Lissa Underhill

Advertising: Facebook posts as well as a Facebook event, (Sharing these to all the local groups as well as the Kingdom group), Email to the email list, etc. (May need someone to be in charge of Advertising). Emphasize that there will be a feast and that it will not be 3 hours long!

Activities:

1. Heavy Fighting
2. Fencing
3. Dancing
4. A&S Competition/Display
 - a. Competition by Dame Elizabet
 - b. Garbed Plushie Display by Sarah
5. Feast
6. Additional Activities TBD...

Food/Water:

Cooking guild is in charge of Feast and Dayboard.

Bottled Water will be provided for all activities, Donations will be accepted.

EK Event Announcement:

Are you saddened by the passing of summer activities? Are you pining for the glory of the fighting from Pennsic? Do you miss the chance to show off your skills and craftsmanship? Fear not! The populace of Hartshorn-dale would like to invite you to their first annual Harts and Horns event! Come join the festivities! There will be fighting and fencing! There will be an A&S competition. And our famous Dining with Lorenzo group will be having a feast for a small extra charge! Come on out to celebrate with us before the winter snows freeze our outdoor (and indoor) fun!

We are asking the group to allow an exception to the charter as outlined below, to allow us to place this event on the Kingdom calendar. While there are not currently many events in the fall, this could change dramatically, and we are concerned about 'reserving' this date.

Charter on Events:

B. An event shall be proposed and decided on by a bidding process:

1. A bid proposal must be presented at a business meeting by the potential autocrat of the event, or a representative.
2. The bid should specify the: Autocrat, Head Cook, Reservation contact, site, date (and possible alternate date), theme, activities planned, and proposed budget.
3. The budget should have: planned expenses, charges for all attendees, and expected attendance, and a calculated 'break even' point (how many attendees are needed for the event to 'break even'.)
4. Any additional information the bidding Autocrat can make available will aid in the decision process.
5. A proposal for a potential event may be presented with incomplete information, in order to request assistance from the group in securing staff,

creating a budget, and finding a site, etc. The bid must be completed with sufficient time to place in the Kingdom Newsletter.

C. If an event is to be announced in the Kingdom newsletter, there should be at least two months of publication. To ensure this, the timeline for bids will be as follows:

1. No less than 6 months in advance of the event, bids need to be presented for discussion and suggestions at a business meeting.
2. No less than 5 months in advance of the event, the Autocrat shall present at a business meeting the finalized bid, including a draft event announcement, for review and approval. If approved, the Autocrat will be allocated funds.
3. Upon final approval of the event, the site may be secured and the event announcement submitted to the kingdom newsletter.
4. Submission to the kingdom newsletter needs to be completed before the end of the month in which it was approved.

H. Exceptions to any of the above are permissible with group approval per section IV above.