

Bid for March 4th 2023 event

Autocrat: Brandr Bjorndall
Deputy Autocrat: Sarah le Payller

Site: 4H Center 1015 Bridge Rd Collegeville, PA

How many/which rooms to rent?

Room and cost	Rent yes or no and # of hours
Entire building \$700/4 hours then \$200/hour	
Gym \$50/hour	Yes, 8 hours
Each of 3 small conference room/classrooms: \$50/4 hours then \$20/hour	All rooms, 5 hours
Each of 2 larger classrooms: \$75/4 hours then \$25/hour	All rooms, 5 hours
Maple classroom without kitchen: \$125/4 hours then \$40/hour	No
Maple with kitchen: \$200/4hours then \$50 each additional hour	No
Total expected site cost:	\$900

Other event costs:

Site tokens:	\$20
Cleaning supplies:	
Bottled Water:	
Paypal is approximately 2% additional	~.40
Insurance certificate	\$50
Total expected expenditures:	\$70

Total expenses: \$970

Works out to \$19.80 per person at 50 attendees. I would recommend keeping the price at \$20

How many attendees can we realistically expect (aim low)?

50

Single	\$20
Single with Boxed Lunch	\$25
Single - Non Member	\$25
Single - NM with Boxed Lunch	\$30
Child (0 - 9)	Free
Child (10 - 17)	\$10
Family - 2 adults members and all children (Boxed Lunch \$5 per)	\$45
Family - 2 adults nonmembers and all children (Boxed Lunch \$5 per)	\$55

Staff:

Deputy Autocrat: Sarah le Payller

Registrar: Merewyn del Grenewode

Class coordinator: Alison Wodehalle

Advertising: Aislinn (to Facebook groups and via email to as much of the kingdom as we can reach)

Booklet: Sarah, Aislinn

Activities:

We would have the Willow, Oak, Beech, Hickory, Walnut, Dogwood for use in teaching. (6 rooms)

Tracks:

1. A&S
2. Service/Bardic
3. Newcomer
4. Dance (Gym) and/or 'loud'
5. Martial
6. Cooking/Food

Garbed Plushies
Garb Sale
“Yard Sale”

Food/Water

Hot Water/Tea Table

Bottled Water

Boxed Lunches by Dining with Lorenzo & Milissent De Haithwait

Room	Length	Width	# Of Tables	Table Size	# Of Chairs	Approx. Capacity
Willow	60'	19'7"	3	8'X2.5'	20	25
Oak	30'	21.5'	6 & 8	2.5'X6' & 2'X4'	34	60 Without Tables
Beech	30'	23'	7	2.5'X8'	56	72 Without Tables
Hickory	23'	17'	1	12'X5'	26	30 Not All At Table
Walnut	23'	13'	4	1.5'X8'	18	20 Not All At Tables
Dogwood	23'	14.5'	1	12'X5'	18	20 Not All At Tables
Lunchroom	23'	17.5'	2	3'X5'	10	10
GYM	67'	41'	11 Pull Out	2.5'X14'	22 Benches	176