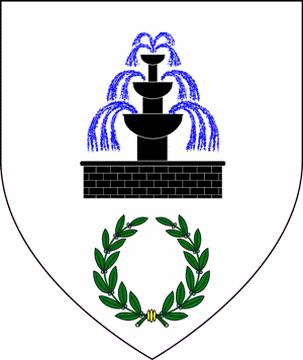


Barony of Fontaine dans Sable

Event Bid Form



Please print and fill out all of the information requested. Mail or give this completed form to the Baronial Seneschal. Please be sure to keep a copy for your files.

|  |
| --- |
| **General Information**  Event Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If new location, please give a description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Has site availability been confirmed? \_\_\_ If “No”, please list an alternative site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Site Opens (date and time):\_\_\_\_\_\_\_\_\_\_\_\_\_ Site Closes (date and time):\_\_\_\_\_\_\_\_\_\_\_\_  1)Event Steward (SCA name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member #/Expiration:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postal Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)Co-Event Steward (SCA name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member #/Expiration:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget** | | | | | | | | |
| Expenses (Please itemize on page 2) | | | |  | | | | |
| Site: $\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Site Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | | | | Alcohol Status: Wet or Dry | | | | |
| Feast: $\_\_\_\_\_\_\_\_\_ | | | | Feast Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Printing:$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Children’s Activities:$\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Portable Toilets:$\_\_\_\_\_\_ | | | | Trash:$\_\_\_\_\_\_\_\_ | | | | |
| Battlefield Refreshments:$\_\_\_\_\_\_\_\_ | | | | Site Tokens:$\_\_\_\_\_\_ | | | | |
| Other: $\_\_\_\_\_\_\_\_ | | | | Buffer (Calculate 10% of your anticipated budget): $\_\_\_\_\_\_\_\_\_ | | | | |
|  | | |  | | | | **Total Expenses:**$\_\_\_\_\_\_\_\_\_\_\_ | |
| Income | | | |  | | | | |
| Site: |  |  | | | Feast: |  | |  |
|  | Fees: | Anticipated Numbers: | | |  | Fees: | | Anticipated Numbers: |
|  | Adult\_\_\_\_\_\_\_\_\_\_\_\_\_  Child\_\_\_\_\_\_\_\_\_\_\_\_\_  Family Cap\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | Adult\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Child\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Family Cap\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  |  | | | |  | | |
| Merchant:$\_\_\_\_\_\_\_\_\_\_ | | | | Merchant Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | | |  | | | | **Total Anticipated Income:**$\_\_\_\_\_\_\_\_\_ | |

|  |
| --- |
| Approved / Denied Date: \_\_\_\_\_\_\_\_\_\_\_\_  Seneschal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Baron/Baroness:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Page 1

Itemized Expenses

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item Description | Cost | Totals |
| Advertising |  |  | $ |
|  | Printing Site booklets and signs | $ |  |
|  |  |  |  |
| Children |  |  | $ |
|  | Activities | $ |  |
|  |  |  |  |
| Equipment Rental |  |  | $ |
|  | Portable Toilets | $ |  |
|  | Dumpster/Trash | $ |  |
|  |  |  |  |
| Fees/Honoraria |  |  | $ |
|  |  |  |  |
|  |  |  |  |
| Food/Feast |  |  | $ |
|  | Battlefield Refreshments | $ |  |
|  | Feast | $ |  |
|  |  |  |  |
| General Supplies |  |  | $ |
|  | Site Tokens | $ |  |
|  | Decorations | $ |  |
|  | Prizes | $ |  |
|  | Propane/Lighting Supplies | $ |  |
|  |  |  |  |
| Occupancy |  |  | $ |
|  | Event Site | $ |  |
|  | Feast Site | $ |  |
|  | Insurance | $ |  |
|  | Cleaning Supplies | $ |  |
|  | Signs/Flagging | $ |  |
|  |  |  |  |
| Other |  | $ | $ |
|  |  | $ |  |
|  |  | $ |  |
|  |  |  |  |
| Buffer | $ |  | $ |
|  |  |  |  |
|  |  |  | **Total Expenses:**  **$** |
|  |  |  |

Page 2