

Shire of Lionsdale Event Bid Form

Name of Event:

Event Stewart Information

Legal Name:	
SCA Name:	
Membership Number:	
Expiry date:	
NSCA Member:	
Address:	
Phone number day:	
Phone number evening:	
Email:	
Is it okay to publish your information?	

Site Information

Site Name:	
Address for the event:	
Dates for events:	
Level one or two	
Time event starts:	
Time event ends:	
Specific site rules: (alcohol, smoking,...)	

Description of event and activities

Estimated Attendance:	
Specific information:	

Autocrat Team (Name and phone number for each)

	Name	Membership # & exp
MIC (if any fighting) (including membership / and exp date):		
Gate (including membership / and exp date):		
Feast Co-or (food safe):		
Bar Co-or (serving it right):		
Set up:		
Take Down:		
Other:		

If Feast:

Cook:	
Food Safe Person if different:	
Time of Feast:	
Style: (potluck/buffet/served/multi-removes)	
Menu:	
Servers:	
Kitchen Helpers:	

Shire Equipment request:

List the equipment that you need:	
When do you need them on site?	
Can you transport them to and from the site?	

Event Budget

Income:		Site Fee:	Est Attendance:	Est Income
Site fee:	Adult			
	Youth (13-18)			
	Children (0 – 12)			
	Family Cap.			
Merchant Fees:				
Other Income: (be specific)				

Total: _____

Expences:	Amount:
Site	
Advertising	
Equipment Rental	
Fees Honororia (Specify)	
Food	
General Supplies	
Insurance	
Postage and Shipping	
Printing	
Other (specify)	

Total: _____

PLEASE NOTE: YOUR EXPENCES SHOULD NOT EXCEED MORE THAN 75% OF YOUR PROJECTED INCOME.