The Kingdom of Westmarch
http://www.caamtgard.com/

Kingdom Event Bid Template

Event Overview

Event name
Event location
Event dates
Projected attendance
Last year's attendance
Prior year's attendance
General information

What is the event

What is your expected attendance? For comparison, where were the past two years attendance? If you expect major change, please describe under the General Description.

More site specific information will be requested under the Autocrat overview

For general information, please tell us about your overall plan for the event, your ideas, your theme. Tell us a little about yourself, your team, your experience, and your personal goals. What should we know about what you're planning on doing?

Crat Team

Position Name	Legal Name	Persona Name	Land / Kingdom
Autocrat			
Asst. Autocrat			
Feastocrat			
Asst. Feastocrat			
Gateocrat			
Asst. Gateocrat			
Securitycrat			
Asst. Securitycrat			
Warcrat			
Asst. Warcrat			
Other 'crats			

Who is in charge?

Please list your team members, both legal and game names

Other Crat Positions might include but are not limited to: Securityocrat, Trashocrat, Master of Ceremonies, Fighting Tourney Coordinator, A&S Tourney Coordinator etc.

Schedule

Please give an overview of your schedule. This need not be writ in stone, but should be reasonably close to the final planned events.

List meal times, tourney signup cutoffs, games, mini-games, feast, court, etc

Day and Date

Block of Time	Activity Name and Description	Location

Day and Date

Day and Date

Day and Date

Autocrat Overview

Site Name

Site Address

Site restrictions

Site description

Event Date and time

What insurance required?

Is a waiver of subrogation required?

Standard gate fee

Day trip gate fee

Under 14 get fee

Pre-reg gate fee

How often will Autocrat secure gate money?

Who will witness and double count after Autocrat and Gateocrat?

Autocrat's Expense Table

Item	Description	Amount	Projected date

Total autocrat expenses

Feastocrat Overview

1st Meal description
Sponsor
Allocated funds

2nd Meal description
Sponsor
Allocated funds

3rd meal description
Sponsor
Allocated funds

4th Meal description
Sponsor
Allocated funds

5th Meal description
Sponsor
Allocated funds

6th Meal description
Sponsor
Allocated funds

7th Meal description
Sponsor
Allocated funds

8th Meal description
Sponsor
Allocated funds

9th Meal description
Sponsor
Allocated funds

Feastocrat's Expense Table

Item	Description	Amount	Projected date

Total feastocrat expenses

Gateocrat Overview

What comments do you have for gate?

Gateocrat's Expenses

Please list your expected expense. These might be wristbands, signs

Gateocrat's Expense Table

Item	Description	Amount	Projected date

Total gateocrat's expenses

Securitycrat Overview

What comments do you have for security?

Gateocrat's Expenses

Please list your expected expense. These might be wristbands, signs

Securitycrat 's Expense Table

Item	Description	Amount	Projected date

Total securitycrat's expenses

Please list each game.

For "Kind of Activity" not if it's a battlegame, quest, tourney, etc

For the description, please give an overview of the play, though you don't need to detail all rules here.

For flavor text, if possible, give a flurby description to tie into the overall theme.

Warcrat Overview

1st Activity name
Activity type
Description

Flavor

2nd Activity name
Activity type
Description

Flavor

3rd Activity name
Activity type
Description

Flavor

4th Activity name
Activity type
Description
Flavor

5th Activity name
Activity type
Description

Flavor

6th Activity name
Activity type
Description

Flavor

7th Activity name
Activity type
Description

Flavor

8th Activity name
Activity type
Description

Flavor

9th Activity name
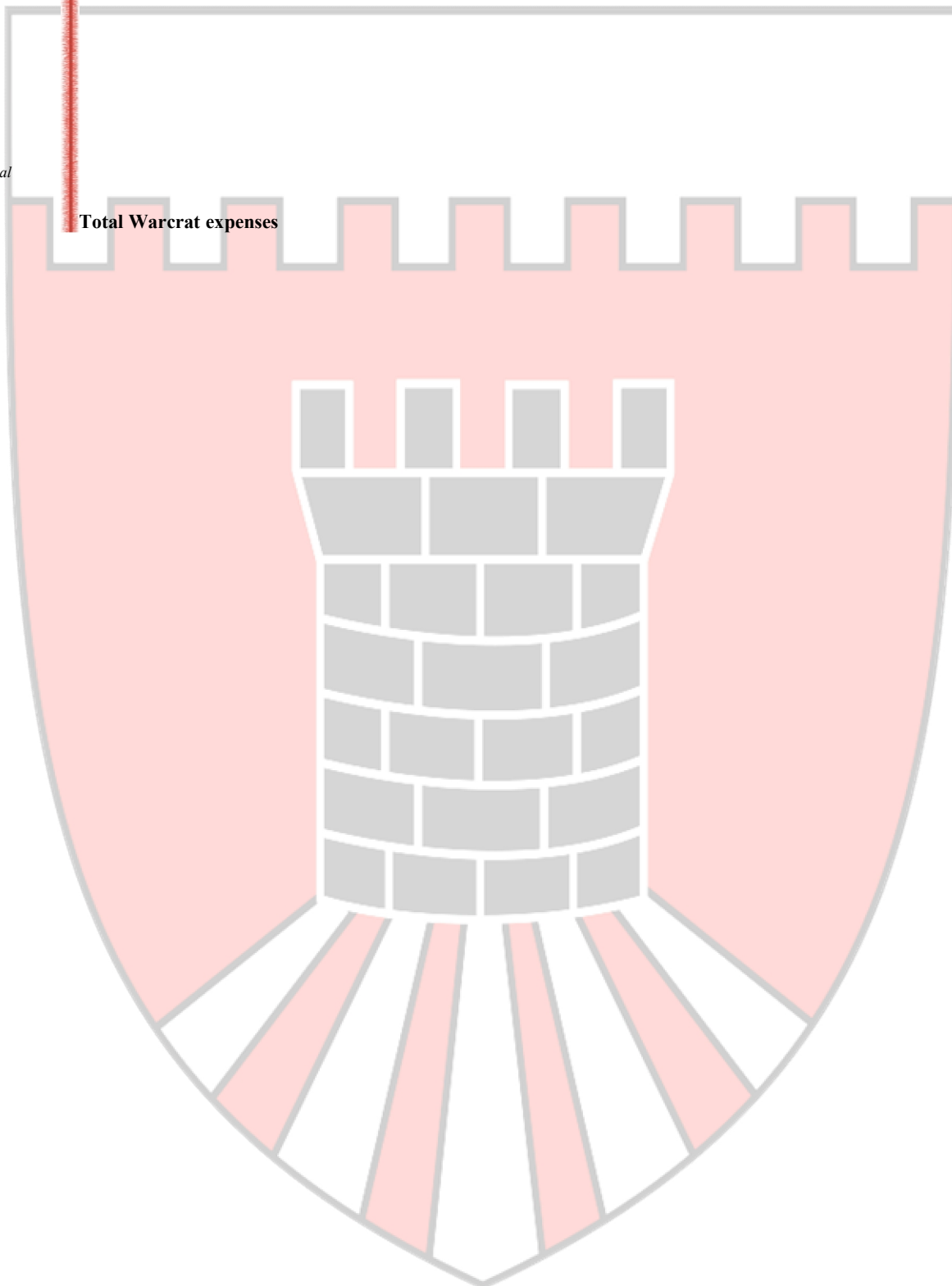Activity type
Description

Flavor

Please list your expected expense, such as props, marking tape, etc

Please sum up total Warcrat expenses

Warcrat Expense Table

Item	Description	Amount	Projected date

Total Warcrat expenses

Other 'crats

You may need other people in charge of activities other than the above Autocrat, Gate, Feast, and War. Please detail their responsibilities and needs here

Position
Duties

Position
Duties

Position
Duties

Other 'crat's Expenses

Other 'crat's Expense Table

Please list your expected expense

Item	Description	Amount	Projected date

Please sum up total other crat's expenses

Total other crat's expenses

Please enter the total from each 'crat's expense table

Estimated attendance and income will vary greatly based on discounted fees, so estimated income is expected to not be exact.

Breakeven can be estimated as Total Expenses divided by normal gate fee. This will estimate, lowballed, the number of attendees needed to break even

Where will funds come from, and how will they be dispersed later? Self? Private Donor? Westmarch? A combination? What are your contingency plans if things go awry (a donor looses their job, an althing fails to meet quorum, the site doubles the fee without notice)

After the event, after crat and donors are reimbursed, any profit is returned to Westmarch. Funds can go the the general account, or be split between the general account and the specific event's account. Up to $200 can go the event's account per your discretion; more can be allocated per althing.

Budget Summary

Autocrat's expenses
Feastocrat's expenses
Gateocrat's expenses
Securitycrat's expenses
Warcrat's expenses
Other 'crat's expenses
Total Expenses

Funding information

Estimated attendance

Estimated income

Break-even point

Source of funds

If funded by Westmarch, estimate dates funds are needed

Event fund growth

Corpora permits up to $200 additional be given to the Event Fund for growth for future events at crat's discretion; if profit permits how much would you like to pre-authorize?

Larger amounts may be transferred to the Event Fund with althing; if profit permits how much would you like to put to althing above the $200 (you may give a percentage instead of a dollar amount, or say zero)