

**SOCIETY FOR CREATIVE ANACHRONISM, INC.  
KINGDOM OF MERIDIES**



KINGDOM LEVEL EVENT BID SUBMISSION FORM  
ALL BIDS ARE DUE SIX MONTHS PRIOR TO EVENT

Branch Name: \_\_\_\_\_  
Seneschal's Name: \_\_\_\_\_  
Modern Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**I. EVENT: CHECK ONE**

- Fighters Collegium/War College
- Meridian Challenge of Arms
- Spring Coronation
- Spring Crown List/Kingdom A&S
- Royal University of Meridies
- Meridian Grand Tournament
- Fall Coronation
- Fall Crown List

**WEEKEND**

- Last weekend in January
- Last weekend in February
- 1st or 2nd Saturday in April
- Memorial Day weekend (May)
- 3rd weekend in July
- Last weekend in September
- 2nd Saturday in October
- 2nd Saturday in November

**NOTE: CHECK CURRENT KINGDOM LAW FOR CORRECT DATE OF KLE EVENTS**

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## II. SITE INFORMATION

Name of Site:

Address/Location:

Site Owner/Mgr. Contact:

SITE SPECIFICS	CHECK APPROPRIATE BOX, WHERE INDICATED		
Site has Written Rental Agreement:			
Estimated Site Capacity:			
Site Parking Capacity:			
Site RV and Tent Power Hook Ups:			
Campfires Permitted at Site:	Ground	Fire Circles	Above Ground Only
Total Number of Cabins:			
Total Number of Beds:	Total	Single level	Bunk
Electric outlets:	Yes	No	
Number of Showers:	Total	Handicap accessible (number)	
Number of Toilets:	Total	Handicap accessible (number)	
Number of Portajohns:	Total	Handicap accessible (number)	
Camping Areas and Sizes:			
Feast Hall Capacity:			
Kitchen access:	Yes	No	if No, Travel Kitchen?
Kitchen: #Oven/Range top:			
Kitchen: Feast Prep area/surface:	Yes	No	
Kitchen: #Sinks and Dish Washer:			
Kitchen: Pots/dishpans/utensils:	Yes	No	
Kitchen: #Refrigerator/freezer:			
Private/Meeting Rooms:			
Equestrian allowed:	Yes	No	NA
Dogs allowed :	Yes	No	Leashed only
Wet Site :			
Hotels convenient to Site:			
Special Facilities (Be Specific):			

**Additional Site Comments:**

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### III. Attendance Costs breakdown

#### Site cost format

	Event site deposit fee	Non-refundable?	Yes	No
	Event site flat fee			
	Event site per person per day fee, if applicable			

#### Weekend Rate (Friday- Sunday/Monday\*)

	Member Adult
	Non-Adult (add Non-member Surcharge)
<b>FREE</b>	Member Child (17 and Under; No NMS)

#### Daytrip Rate

	Member Adult
	Non-Member Adult (add Non-member Surcharge)
<b>FREE</b>	Member Child (17 and Under; No NMS)

#### Food costs/ Person

#### Early Bird Discount, if applicable (Based on Member Adult Weekend Rates)

Until (date):



### IV. Proposed Budget

	Projected Number of Attendees
	Projected Site Costs
	Additional insured fee
	Alcohol insurance
	Other insurance (Equestrian, etc.)
	Projected costs (prizes, decorations, cleaning, supplies, printing, postage, etc.)
	Emergency margin (total)
	Total event costs
	Break Even Attendance

\* Artsy Crown List

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<b>V. Financial Arrangements</b>	
<p>The hosting branch placing the bid understands and agrees that all profits (what is left after all encumbrances are paid) from Kingdom level events are divided equally between the hosting branch and the Kingdom of Meridies. Gulf Wars is the exception to this rule. Please consult the Kingdom Seneschal(e) for all questions and details.</p> <p>The Kingdom's share will be forwarded to the Kingdom Chancellor of the Exchequer within four weeks of the close of the event.</p> <p>If more than one branch submits a joint bid, the branches will share 50% of the profits or whatever losses as mutually agreed.</p> <p>Proposed Kingdom Fundraiser: <b>All money generated by this fund-raiser goes to the Kingdom.</b></p> <p>Fundraiser Host or Group: _____</p> <p>Host or Group name: _____</p> <p>Host or Group contact information: _____</p>	
<b>VI. Contact Information</b>	
<p>Event Steward (name): _____</p> <p>MKA: _____</p> <p>Group: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p>Feast Steward (name): _____</p> <p>MKA: _____</p> <p>Group: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<b>Signature of Seneschal of Host Branch</b>	<b>Signature of Seneschal of any Co-Host Branch</b>
Date: _____	Date: _____

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KINGDOM OF MERIDIES**

**When completed, save a copy of this document and email copies to:  
crown@meridies.org, heirs@meridies.org, seneschal@meridies.org,  
exchequer@meridies.org, and kle@meridies.org**

**VI. WHEN YOU COMPLETE THIS FORM PLEASE SEND COPIES TO THE FOLLOWING:**

CROWN, DATE SENT:

HEIRS (IF APPLICABLE), DATE SENT OR N/A:

KINGDOM SENESCHAL, DATE SENT:

KINGDOM EXQ, DATE SENT

**Good Luck and thank you for your desire to bid on a Meridian Kingdom level event!**

**APPLICANTS DO NOT WRITE BELOW THIS LINE: FOR KINGDOM USE ONLY**

Date Received by KS:

Date Accepted by Crown and KS:

Date Confirmation Forwarded:

Review Comments: