

## *Event Bid Checklist*

	Discuss concept with the Baron and Baroness, Seneschal, Master, and close associates.
	If the event has been done previously, consult the event binder and previous event stewards about things that went well, and things that could be improved.
	Decide whether or not your event will be put in the Crier, which will require NMS fees.
	Acquire event report from the previous time this event was held, if it's a recurring event.
	Choose a Site for your event (ask former event stewards, officers and others for suggestions if needed)
	Compile Site needs (biffies, hay bales, radios, trash collection etc)
	For a feast, estimate food costs, kitchen supplies needed, etc.
	Compile a budget. Be sure to add a 10% buffer to your estimate.
	Prepare your informal event description (include proposed date, site, theme, activities etc)
	Present your budget and event description to the Financial Committee a minimum of <b>FOUR MONTHS</b> prior to the event date. If the Financial Committee approves the budget, present the event description to the populace for final approval. Be prepared to discuss the budget if asked.
	Once approved, if there are any changes to the bid, it must be approved by the Financial Committee or council depending on the requirements of your branch. Be prepared to discuss the budget and details of the bid, but don't be afraid to say that you don't know something yet.