

# Coeur du Val Event Bid Form

## 1. General Information

Event name:

Event location:

Address:

Site contact name and phone number: \_\_\_\_\_

Date(s) (mm/dd/yyyy):

Will you have a website? Yes No Will you send copy to CdV web site?

When is Crier copy due? Echoes copy? (All copy must be approved by seneschal before sending and be published at least 1 month before event)

Times site opens:

Time site closes:

Camping: Yes No

Indoor: Yes No

Feast: Yes No

What are the site amenities?

How many attendees do you plan?

How many people can the site accommodate?

Any difficult parking situations?

How many volunteers will you need?

## 2. Staff Information

Event Steward (SCA Name):	
Event Steward (Modern Name):	
Phone Number:	
Email:	

Co-Steward (SCA Name):	
Co-Steward (Modern Name):	
Phone Number:	
Email:	

Marshal in Charge (SCA Name):	
M.I.C. (Modern Name):	
Phone Number:	
Email:	

Chirurgion in Charge (SCA Name):	
Chirurgion in Charge (Modern Name):	
Phone Number:	

Email:	

Youth Activities Coordinator (SCA Name):	
Youth Activities Coordinator (Modern Name):	
Phone Number:	
Email:	
Background Check Completed?	

Head Cook (SCA Name):	
Head Cook (Modern Name):	
Phone Number:	
Email:	

Merchant Coordinator(SCA Name):	
Merchant Coordinator (Modern Name):	
Phone Number:	
Email:	

Herald (SCA Name):	
Herald (Modern Name):	
Phone Number:	

Email:	
Gate Coordinator (SCA Name)	
Gate Coordinator (Modern name)	
Phone Number:	
Email:	

Volunteer Coordinator (SCA Name):	
Volunteer Coordinator (Modern Name):	
Phone Number:	
Email:	

### 3. Activities

Check all that apply	Activity	Time in Schedule	Person in Charge of Activity)
	Heavy Prize Tourney		
	Rapier Prize Tourney		
	Rapier champions		
	Defenders tourney		
	Youth Combat		
	Archery		
	Bardic		
	Arts & Sciences		
	Classes		

	Other:		
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**4. Budget**

Amount Approved	Date approved
Total Budget	

**5. Gate Fees**

U.S. Funds

	Gate Fee
Adult member	
Adult non-member (\$3 NMS Fee charged)	
Daytrip Adult member	
Daytrip adult Non Member(\$3 NMS fee charged)	
Child member	
Child non-member (no NMS fee charge if reduced fee at gate)	
Daytrip child member	
Daytrip child non member (no NMS fee charge if reduced fee at gate)	
Family cap member	
Family cap non-member(\$3 charge for each non member in family)	
<b>Compensated gate fees</b>	
Adults	
Children	

## 6. Estimated Income

U.S. Funds

Gate Income	
Feast Income (if applicable)	
Other(s) [Please List]	
Total Estimated Income	

## 7. Estimated Expenses

Site rental and deposit	
Insurance certificate (if applicable)	
Feast	
Port-a-potties	
Prizes	
Garbage	
Other- change fund	
Other	
<b>Total Estimated Expenses</b>	

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Total Estimated Income = \$\_\_\_\_\_

Total Estimated Expenses = \$\_\_\_\_\_

Total Estimated Profit / (Loss) = \$\_\_\_\_\_

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## 8. Notes: