

Create an Event Bid for Sponsoring Branch

- Why?
 - Because you need money to run the event, and a sponsoring branch provides the legality and insurance you need to be an official event
- Who is the sponsoring branch?
 - Ruantallan is anywhere within NS or PEI.
 - Distant Shore is the Truro to Ahmerst area
 - Seashire is HRM
- When will it be?
 - Does the event require the Baron and Baroness? If so check with them first
 - Does it conflict with another event within the region or major events?
- Where will it be?
 - Is there a hall or ground cost?
 - When does the event venue want payment?
 - Are there holding deposits or damage deposits required?
- How many people?
 - Is there a limit based on the hall occupancy?
- Will there be dayboard or feast?
 - Estimate a food budget based on how many people you expect, cost per plate
- What site token will you plan to make or acquire?
 - How much money will you need for this?
- Any other costs?
- Create a price list and budget. Ideally your asked for money will be paid back by what comes in for the event.
 - Adult onboard/offboard
 - Child onboard/offboard
 - Family group onboard/offboard
 - Non members are always 5\$ more as a non-member surcharge. This does not factor in as this additional amount goes to EK for insurance purposes.
 - There are some people who will attend free of charge, typically the Baron and Baroness, Royalty, the event steward and feastocrat. Plan for a few comp place settings for feast
- Create a brief summary of plans, themes, tournaments or activities

Submit your bid to curia - be present at the curia meeting to answer questions before they vote.

Your Bid has been approved!

-Ek Announcement Rules

- submit your event to the East Kingdom Calendar so that it will appear in the pikestaff newsletter. This needs to occur no later than 31 days before the event - but sooner the better. You will receive a confirmation notice and it will be uploaded to the EK calendar and you will be able to edit the listing.
- the event MUST be submitted to EK FIRST before any social media. When you receive your confirmation email from the EK calendar you may then send it to the baronial website calendar of events by emailing the webminister, and then you may post to social media.

-Things you will need

- a method to track spending in preparation for the event. Keep all receipts.

A sample budgeting sheet is available here (coming soon)

- a roster for attendants
- wavers for non members [found here](#)
- wavers for minors [found here](#)
- contact tracing forms* [found here](#)
- covid attestations * [found here](#)

*as per current covid safety regulations

-Plan your event

- is there a theme?
- who will cook?
- who will serve?
- who will run gate?
- if Baron and Baroness attend to is retaining?
- are there games or activities? Who will run them?
- who is helping set up?
- who is helping tear down?
- who is helping clean up?
 - tables and chairs
 - dishes
 - floors
- If there is a tournament, who is the marshal? Who is running it?

****REMEMBER**** You are the event steward/autocrat/project manager. You need people to help you run all activities, find helpers. Do Not Do It All Yourself.

- Arriving at the hall
 - take pictures before you start to ensure it returns to this set up. It is also valuable should a cleaning discrepancy arise.
 - set up decor following site rules
 - can you use tape?
 - can you use thumbtacks?
 - can you use candles?
 - ensure the team knows:
 - site rules and regulations
 - where the washrooms are
 - where first aid and AED are
 - where emergency exits and regular exits are

HAVE ALL THE FUN!!!!
(remember this is supposed to be fun)

Post Event

- Once the tear down and clean up is complete, take photos and compare. If the venue required a damage deposit, submit the before and after photos to the venue.
- All waivers , covid attestations, and the original gate roster is sent to the Tir Mara Wavers secretary.
- Contact tracing forms are given to the sponsoring branch seneschal
- Money is counted and balanced and given to the sponsoring branches seneschal or exchequer. A final [event report](#) regarding the money with any receipts is given to the exchequer.
- Send out a thank you to everyone who helped make it possible.

Congratulations!! You did it!!! Well done.