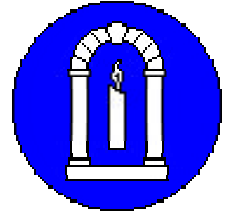


Bidding on an Ansteorran Kingdom Arts & Sciences Event



Procedure:

- 1) Send an informal proposal e-mail to the Kingdom A&S officer and the Kingdom Deputy for that event that states your interest in bidding on the event.
- 2) Go to the Ansteorran web site under “Forms” and print out the “Request for Date on the Kingdom Calendar/Event Bid” form. You will need to send a copy, not only to the Kingdom Seneschal and the Crown, but also to the Kingdom A&S Officer.
- 3) It is likely that your group will be competing with other groups to bid on this event. In order to provide the A&S officer with enough information to make a reasonable decision, please try to include as much of the following information as you can along with the “official” bid form:
 - a) Information on the site you plan to use and the facilities available, including cost, hours available, restrictions (particularly regarding alcohol and fire), parking, etc;
 - b) Any previous experience at coordinating similar events, SCA or mundane;
 - c) Whether you plan to serve food (breakfast, lunch, or feast) and, if so, name, contact info and prior experience of food coordinator/cook;
 - d) Any other information you think might be helpful, such as photos and map of the site, lodging and restaurants in the area, etc.***

*** *The Kingdom of Atenveldt has some great articles that I highly recommend:*

- Considerations on Placing a Bid for Kingdom Arts & Sciences,
- Autocratting a Kingdom Arts and Sciences Competition,
- Autocratting a Kingdom Collegium, and
- An Overview of Event Publicity.

These articles can be found at: <http://www.atenveldt.com/articles.htm>

**Information and Requirements for
Kingdom Arts & Sciences Competition &
Laurels' Prize Tourney Display Event**

Requirements:

- 1) An indoor hall large enough to hold 25 six-foot tables with additional room for those who are not competing to mingle.
- 2) A site that allows for alcohol or allows for alcohol tasting.
- 3) A registration area (2 tables) that will be permanent for the remainder of the event.
- 4) An area for performance, which should be a separate room or a corner that is acoustically blocked from the rest of the noise.
- 5) A small area or room for the judges to meet and scores to be tallied.
- 6) A lunch for the judges.
- 7) Publicity for the event (at least 2 *Black Stars*).
- 8) Additional events may accompany the competition. For example, if there is room outside the hall, a chivalric or rapier tournament could be held. If it is a large hall, a chess tournament or a masked ball could be held. If there are additional classrooms at the site, classes could be held throughout the day.
- 9) A budget for the A&S deputy of about \$300 should also be built into your considerations.
- 10) The local group is responsible for site setup & takedown, gate, feast, judges' lunch, and an elite team of local people who are very patient and efficient that can help the Kingdom Deputy register stressed-out artisans.
- 11) The Kingdom A&S Deputy is in charge of the schedule for the competition, registration, and the judging of the competition. Schedules from previous competitions are available if you need them for planning your bid.

Information and Requirements for King's College & Fall Arts Symposium

Requirements:

- 1) A climate-controlled site with at least 6 or more classrooms (think schools, universities, churches, community centers, etc.) and some available outdoor areas for fighting; and
- 2) Enough people to set up and take down the site, work the gate and registration tables, and provide other help where necessary (run errands, etc).

Note: It's good to have a separate "teacher's lounge" where instructors can put their stuff, review their material, prep for class. Hot-n-cold-running "go-fers" are not imperative, but **very** nice to have, as well as people to help with audio-visual set up. Provision of coffee/caffeinated beverages probably **should** be imperative. Snacks & nibbles are nice too, since the instructors are usually more constrained in time than the students.

Additionally, the *ideal* site would have the following:

- a) A greater selection of classrooms;
- b) Lecture hall, small auditorium, and/or stage (for large classes, performance & vocal classes, etc.);
- c) Workrooms, studios and/or kitchens available for "messy" A&S classes, such as cooking, pottery, felting, hands-on workshops;
- d) Lounge areas for instructors and general populace;
- e) Ample outdoor areas or gymnasiums for martial classes;
- f) Fireproof areas for more dangerous, messy arts, e.g. blacksmithing, glass working;
- g) Attached or very nearby show barn or equestrian center for equestrian & animal related classes;
- h) Onsite or very nearby copy center or Kinkos (since more handouts are inevitably needed);
- i) Nearby hotels, motels & restaurants for out-of-towners;
- j) Audio-visual equipment, or capacity (set ups for Power Point, overhead projectors, screens, etc.).

The Kingdom Deputy is typically in charge of finding and scheduling instructors and classes, publishing a class schedule, assigning classrooms, etc. If you have something special in mind, such as a track of performance classes, etc., this can certainly be coordinated with the Kingdom Deputy.