

Pacific War Bid Sheet

Bid Submitted By:	<name>	Date Submitted:	<mm/dd/yy>
Contact Info:	<phone and email>	Event:	<Pacific War #>
Previous Event Experience: <event listing, positions held>			

Event Team:

Lead Autocrat:	<name>	<phone and/or email>
Lead Autocrat (optional):	<name>	<phone and/or email>
War Events:	<name>	<phone and/or email>
Security:	<name>	<phone and/or email>
Medical/Safety:	<name>	<phone and/or email>
Gate:	<name>	<phone and/or email>
Merchant:	<name>	<phone and/or email>
Dragon Master:	<name>	<phone and/or email>
Web Master:	<name>	<phone and/or email>
Feast (optional):	<name>	<phone and/or email>
Lead Reeve (optional):	<name>	<phone and/or email>

Preliminary Budget:

Item	Income	Expenses	Notes	Paid?
Starting Income	+ \$\$			N/A
Event Income (# of people x site fee)	+ \$\$		(# of people x site fee)	N/A
Site Cost		- \$\$		
Insurance Cost (if required)		- \$\$		
PacWar.com Domain		- \$\$		
Event Prizes Cost		- \$\$		
Event Equipment Cost		- \$\$		
Photocopies Cost		- \$\$		
Feast Cost (if required)		- \$\$		
Miscellaneous Cost (if required)		- \$\$		
Miscellaneous Cost (if required)		- \$\$		
	Income	Expenses		
Total =	+ \$\$	- \$\$		
Ending Balance =	+ \$\$	N/A		

Additional Notes:

<comments>

Event Planning Timeline:

December (event -9 months)	<ul style="list-style-type: none"> ○ Bid forms due. ○ Bid forms reviewed and the accepted bid is announced.
January (event -8 months)	<ul style="list-style-type: none"> ○ Event team established. ○ Team members subscribed to mailing list. ○ Initial planning meeting held with entire event team. ○ Bank account ownership transferred. ○ Budget updated. ○ Potential sites identified and visited.
February (event -7 months)	<ul style="list-style-type: none"> ○ For State Park, site reservation must be made to Reservations NW at 7am on first business day of Feb. ○ Site chosen and reserved. ○ Initial site payment due (may be partial). ○ Insurance policy identified (if required). ○ Budget updated. ○ Initial public event announcement made with event date and location. ○ Pacwar.com updated with new event information and old site is archived.
March (event -6 months)	<ul style="list-style-type: none"> ○ Insurance policy secured (if required). ○ Budget updated. ○ Site information published (driving directions, amenities, etc.). ○ Pacwar.com updated with new event information.
April (event -5 months)	<ul style="list-style-type: none"> ○ Required # of volunteers list completed and published (gate schedule, reeve slots, judges). ○ Advertise event (1 update every month). ○ Pacwar.com updated with new event information.
May (event -4 months)	<ul style="list-style-type: none"> ○ Event waivers completed and published. ○ Advertise event (1 update every month). ○ Pacwar.com updated with new event information.
June (event -3 months)	<ul style="list-style-type: none"> ○ Mid-point planning meeting held with entire event team. ○ War event schedule competed and published, including rules clarifications and weapon standards. ○ Advertise event (1 update every month). ○ Pacwar.com updated with new event information.
July (event -2 months)	<ul style="list-style-type: none"> ○ Event prizes purchased. ○ Budget updated. ○ Initial (overall) event schedule completed and published. ○ Feast menu information due (if required). ○ Advertise event (1 update every month). ○ Pacwar.com updated with new event information.
August (event -1 month)	<ul style="list-style-type: none"> ○ Complete site payment due (maybe required). ○ Complete insurance payment due (if required). ○ Event equipment purchased. ○ Feast payment due (if required). ○ Budget updated. ○ Advertise event (1 update every 2 weeks). ○ Pacwar.com updated with new event information.
September (event -2 weeks)	<ul style="list-style-type: none"> ○ Event schedule frozen to changes and published. ○ Pre-pay cut off (>= 1 week prior to event) ○ Photocopies made. ○ Sign in sheets created with pre-paid people identified. ○ Event arrival/set up plan made with team. ○ Advertise event (1 update weekly). ○ Pacwar.com updated with new event information.
After Event (event +3 weeks)	<ul style="list-style-type: none"> ○ Thank you messages/event results posted. ○ Post mortem meeting with event team with minutes posted. ○ Event receipts gathered. ○ Budget/expense report completed and published to event team. ○ Pacwar.com updated with event conclusion information

Event Notes:

General:

- Pacific War should be a 4 day event located within the pacific northwest. The event should include (at a minimum) scheduled war events and fighting tournaments, an arts, sciences and bardic tourney, and merchanting. Additional tournaments, performances, feasts, classes, children's activities, meetings and other event items are up to the autocrat's discretion.
- Pacific War is generally held at the end of the summer between the 3rd weekend of August and the 2nd weekend of September. The 2nd weekend of September has been the preferred event date.
- Use the Pacific War mailing list to communicate status updates on the event and as an archive of all event information. Post all files into the file section of the mailing list for archiving purposes and so that the next autocrats may use them. Also refer to the file section for suggested forms and documents.
- Establish a pre-registration method for the event using Paypal and online forms. Pre-reg information should include: mundane name, persona name, land, contact info (email/ phone #), # of people in party being pre-registered. People in party information should also include: mundane name, persona name, land. No medical information should be put on the pre-reg online form. In addition, set up an off-line method for collecting and recording pre-registration.
- Pacific War is a Mystic Seas event and qualifies for use of the MS Non-profit number for discounts and benefits. When the Non-profit number is used, all receipts and related documentation must be turned into the MS BOD for tax purposes.
- A copy of all receipts, waivers, contracts, sign in sheets and budget summary must be turned into the Mystic Seas Prime Minister after the event.
- Event favors are encouraged and should be considered to provide people a token of remembrance for attending the event.
- At the event, a flier should be handed out detailing (at a minimum) the site rules, the event schedule and key points of contact in the event of questions or an emergency. Also suggested is a site map, event descriptions, kudos to volunteered individuals and groups, a merchant list, etc.

Site:

- Site selection and reservations must be made early, within a minimum of 6 months prior to the event.
- Site selection must be able to accommodate ~300 people camping and have space remaining for Amtgard battle games.
- Reservations should not be made without visiting the site.
- Contact the local park ranger or property owners prior to reservations to discuss site regulations and requirements to ensure Amtgard is allowed to use the location.
- Be aware of possible restrictions. Such as: the number of people allowed on the site, consumption of alcohol, Amtgard combat (including the use of bows), noise ordinances/rules, fire bans, garbage/clean up expectations, pets, trailer camping, parking limits, etc.
- Identify key amenities of the site. Such as: building usage, kitchen facilities, restrooms, showers, fire pits, picnic tables, etc.
- Publish the amenities of the local area around the site. Such as: towns near by, grocery stores, restaurants, hotels, hospitals, etc.
- Provide sufficient driving directions with both detailed maps and written instructions. Post signs on key road ways if there is potential for confusion.
- Set aside a specific area of the site for a designated Quiet Area (for families with young children).

Advertising:

- Maintain the pacificwar.com web site with current information.
- Include information on: Site (location, maps, written directions, amenities, towns near by with grocery, restaurants, hotels, park rules or restrictions like quiet hours and fire bans), events (schedule, descriptions, prizes if competition, any forms required for events), volunteer sign up (gate duty w/schedule, reeves list, security and med tent) and registration information (links to online reg, instructions and all forms).
- Ask local group officers to announce the event at their parks and provide printed fliers with maps/directions and event information to be handed out for those people without internet access.

Security:

- Make certain security volunteers are aware of all event and site rules/regulations.
- Provide items of identification to security volunteers (tunic, tabard, or belt favor).
- Have a minimum of 8 people per night for a roving security.
- Provide at least one radio to the head of security at the event.

Medical/Safety:

- Ensure medical supplies are current and fully stocked.
- Provide at least one radio to the head of medical/safety at the event.
- Provide items of identification to medical volunteers (tunic, tabard, or belt favor).
- Clearly identify the central location for medical support. Publish the location on event fliers.

War:

- At least one tournament (warlord) and war (class battle) are required event at Pacific War. The remainder of the fighting events are up to the discretion of the autocrats. Past events have included a juggling tourney, women's tourney, color battle, boat battle, death ball, ditching, etc. It is also suggested to provide 2 large battle games in order to switch off reeve volunteers.
- Be certain to provide a sufficient number of reeves to support all fighting activities, including a "head reeve" for final judgment on rules disputes. Schedule daily reeve meetings prior to each fighting day to update all reeve volunteers on last minute clarifications.
- Identify and publish all rules clarifications and weapons standards prior to the event.

Gate:

- Create a gate schedule that is broken into 2 hour segments and covers the majority of the event. Start advertising the need to fill all time slots early.
- Establish a system for marking people that have paid site fees. It is recommended to use arm bands of two colors. One color then can be designated to people over 21 who wish to drink at the event.
- Staff the gate with a minimum of 2 people on duty at all times.
- Provide gate staff with written instructions that detail the sign in procedure and all money handling and auditing process.
- Maintain the gate schedule online and update regularly. Also clearly post the schedule of gate duty volunteers at the event.
- Provide sufficient lighting and supplies (forms, pens, lock box) for gate. Be certain that all required supplies are on site by the time gate opens.

Merchanting:

- Allocate a sufficient amount of space in a highly visible location for Merchant's Row. It is strongly suggested that the Merchant's Row be positioned near where people enter and leave the battle field.
- Publish a list and advertise the merchants that have committed to selling items/services at the event.

Letter of Intent: *(A site or park may require a letter of intent to be filed prior to Amtgard using their facilities. This is an example that may be used.)*

Amtgard is a not-for profit organization devoted to the recreation of safe non-invasive medieval sports. We use foam-padded replicas designed to be safer than a commercial foam toys currently out on the market. We use the following equipment in our sport: foam swords, foam daggers, foam arrows (35# max bows), other foam projectiles (catapult, ballista, etc.) foam shields and a durable, soundly constructed wooden castle.

Each participant of our organization is required to sign a special event's waiver that has been reviewed by an insurance broker. This event waiver has met the requirements for all other Washington and Oregon State Parks we have used that require special waivers for all sports, including touch football and soccer. Most sites, however, have not required a waiver at all.

Should you require insurance, please contact me with information detailing the type of insurance that would be required. As we are a not for profit organization that is subsidized by personal donations, please inform us as well what steps could be taken to waive the insurance requirement.

Thank you,

<insert name>

Amtgard, Inc