

South Downs Event Bid Process

1. Events
 - a. Red Tower
 - b. Mid-Winter A&S
 - c. Castle Wars
 - d. Kingdom Level Event (as required by Kingdom Law)
 - e. Other

2. Event Sites
 - A. It is the responsibility of the Baronial Seneschal, as Legal Representative of the Barony of the South Downs, to secure suitable sites for the Baronial events. These sites shall be secured at the earliest time available but no later than 9 months prior to the event.
 - B. It is suggested that the Seneschal take on a deputy for the sole purpose of site reservations to relieve some of the burden that comes with the office of Baronial Seneschal.

3. Seneschal shall Begin soliciting for bids 9 months before the scheduled event date at the latest. Solicitations shall include open discussions at business meetings and posting to the South Downs Yahoo Group (or other designated on-line forum) at a minimum of once per month until a bid has been accepted or the event is canceled. If no bid has been received 6 months prior to the event date, the Seneschal shall send weekly requests to the Yahoo Group requesting bids and informing the populace of the intent to cancel the event should no bids be received. If no bids have been received 5 months prior to the event then with approval of the Seneschal and Baronage, the event shall be cancelled except as listed below.
 - A. Per Kingdom Law : (E) A barony must hold at least 1 major, official S.C.A. event per calendar year.
 - B. Per Kingdom Law: (F) Each Barony is required to submit a bid for a Kingdom level event at least once each calendar year.
 - C. As Red Tower is the Barony of South Downs signature event, should no bids be received 5 months prior to the event date, the Baron and Baroness shall take on the duties of Autocrat for that event and submit a bid prior to 4 months before the event date. Should an appropriate individual(s) step forward after a bid has been submitted and approved, and request to take over as Autocrat, the Baron and Baroness may step aside from the Autocrat duties with approval of the Financial Committee.

4. Bids
 - A. Bids shall be submitted to the Baronial Seneschal who shall immediately forward the bid in its entirety, to the Baronial Financial Committee (as assigned by Baronial Financial Policy).

The Baronial Financial Committee within 3 business days shall review the bid and make suggestions on changes if appropriate.

- B. The adjusted bid shall be returned to the “bidee” for review of the changes. Should the changes be acceptable, the bid shall be put before the Populace at the next available business meeting for comments and suggestions. Should additional changes need to be made, the Financial Committee shall resend a corrected bid to the “bidee” for approval. Should no additional changes be needed and no further bids are forthcoming then the bid shall be considered approved.
- C. Should multiple bids be submitted for the same event. The Financial Committee shall review each bid for viability as outlined in section 4A and 4B. If after review and changes, multiple viable bids still exist, the bids shall be put forth to the populace comments and suggestion.
- D. The Financial Committee, after review by the populace, shall approve or deny the bid.
- E. Care should be given in approving bids that are in opposition to the opinion of the majority of the populace.

5. Event Staff

- A. The Autocrat for the event should be from the South Downs. If a suitable autocrat is unavailable from the South Downs, an Autocrat from another group may be acceptable.
- B. The Reservation Coordinator shall be an active member of the Barony of the South Downs and will work with the Baronial Reeve to maintain compliance with Kingdom and Baronial Financial Policy.
- C. The Marshal In Charge (if required) shall be the Baronial Knights Marshal as required by **Section I, Subsection A, Point 9 of the Meridian Marshal’s Handbook**.
- D. Baronial Officers shall be given right of first refusal for the corresponding event position (i.e. Rapier Marshal, Equestrian Marshal, etc..).

E. Event Advertising

- i. The event flyers to be submitted to Popular Chivalry shall be sent to the Baronial Seneschal and the Baron and Baroness for approval 2 weeks

before the Popular Chivalry deadline. Deadlines for Popular Chivalry are the first day of the month preceding the publication month.

- ii. If an event page is to be created on a Social Networking site (ie. Facebook), it shall be created under the account of the Barony with the Autocrat and Barony listed as moderators.
- iii. The Seneschal, Baron and Baroness shall send input/suggestions regarding the Event web-site to the Event Autocrat who will disseminate the information to the manager of the web-site.
- iv. Only the Baronial Seneschal can request the addition or removal of an event date on the Kingdom Calendar.

6. Viable Bid

Moderately detailed budget, based in reality (budgets from former years and guidance are available upon request from the Exchequer/Seneschal). The breakeven point must be reasonable, but "sticking it to the day-trippers" is not an honorable goal. Try to distribute the fees fairly so people are paying for what they are using. Previous years' attendance is available from the Exchequer/Seneschal and should be used as a guide.

A basic staff must be in place: autocrat, mentor or trainee if available, head cook(if required), reservationist.

It is recommended that all experienced autocrats act as a mentor to someone who is interested in autocrating a future event. This will ensure that skills and knowledge are passed on and there are a growing number of people who can autocrat an event. This spreads out the fun and prevents burnout.

Anyone who is interested in autocrating an event that has never done so within the South Downs is expected to select a mentor with experience running South Downs events. This mentor will act as a resource and guide to South Downs and Meridian tradition, people and resources. The skills learned autocrating events elsewhere in the Society are transferrable, but jobs and tasks are distributed differently from Kingdom to Kingdom and event sites have their own particularities. The mentor's purpose is to make sure the autocrat has all the information they need, not to make decisions for the autocrat.

Please do not fill every job before the bid is accepted. It is important to allow everyone in the Barony, especially newcomers, an opportunity to be involved in the planning and work of our events.