

Bid Template

Event Name:

Spring Coronation

Event Location:

Where is your event hosted? Please list some features of the site, available camping details, bathrooms, running water, firepits, parking spaces, etc.

Any unique site access information should also be listed. If the site has an overnight maximum number of campers, include that here as well.

Event Dates and Times:

What are your proposed dates for the event? You can list multiple proposed dates, if you aren't quite sure which one you can book yet.

Also list the site check-in and check-out times!

General Information:

Do you have any kind of theme for the event? What sort of activities are you looking to run? This is meant to be an overview, no need for exact specifics!

Crat Team:

At minimum, the auto-crat (primary event organizer) and gate-crat (organizer for sign-ups and check-ins) must be listed. It's okay to make modifications to this list later if someone's availability changes.

Role:	Persona Name:	Home Park:
Autocrat (<i>primary event organizer</i>)		
Gate Crat (<i>sign-ups and check-ins</i>)		
Food Crat (<i>feast and meals</i>)		
War Crat (<i>battlegames and tournaments</i>)		
Med Crat (<i>first aid</i>)		
Green Crat (<i>cleanup crew</i>)		
A&S Crat (<i>arts and science events</i>)		
(any other crats you'd like!)		

Schedule:

Please attach a proposed schedule. This does not need to be set in stone, but should give a rough idea of what you have planned. It's expected that this will shift and change somewhat as you get closer to the event!

Budget:

Please provide a line-by-line estimate of all expenses and predicted revenue for this event. Add lines as needed.

Remember to consider other fees, such as parking fees, overages, insurance, security, food service permits, or any other requirements.

Please calculate your Break-Even Point: The point at which the costs of the event equal the revenue. To determine this, calculate the predicted expenses, then divide this by your ticket prices, to determine the minimum number of attendees required to break-even.

This number should be used to help you determine gate costs, as you want them high enough to cover costs, but not so high to prevent people from attending.

Remember, campout events should definitely break-even, but they aren't meant to turn a huge profit.

This example budget shows an event that has a break-even point of 16 attendees.

Item:	Description:	Quantity:	Rate:	Expense:	Revenue:
Expenses:					
Flat site cost	Per night costs for site rental	2	\$200	\$400	
Per head cost	Any additional cost for each camper	10	\$10	\$100	
Incidentals	Event supplies, wristbands, etc	1	\$100	\$100	
Leisure activities	Supplies for leisure activities	1	\$100	\$100	
Food supplies	Disposable dishes, cutlery, etc	1	\$100	\$100	
Food (meals)	Food	10	\$20	\$200	
Revenue:					
Ticket - Camping	Includes Friday/Saturday days and overnights	16	\$50		\$800
Ticket - Friday	Just a day ticket for Friday - no camping	2	\$10		\$20
Ticket - Saturday	Just a day ticket for Saturday - no camping	2	\$10		\$20
Ticket - Meals	Covers all meals	10	\$20		\$200
Totals:					
				\$1000	\$1040