

Bid Requirements – Arts & Sciences Collegium

Date: October (2nd weekend or as close as possible) We try to avoid the date of Great Western War.

Good places to look for sites are Schools, Universities, Churches, Community Centers, Fairgrounds. Bid sheet can be found at https://www.outlands.org/images/kingdom-library/events/Kingdom_Event_Proposal_2014.pdf

1. Minimum Requirements
 - a. Climate controlled
 - b. 10 rooms 10-30 people/room
 - c. Outdoor area for martial classes
 - d. 1 large room for court and dance classes
 - e. Royal Room- Small room for the Crown to conduct business and change. Possibly shared with Territorial B&B's
 - f. Expected attendance 100-200 people
 - g. Food (donation lunch, or catered, or near access to restaurants)
2. Optional
 - a. Workrooms, studios, kitchen for "messy" crafts like cooking, felting, basketry, hands-on classes
 - b. Lecture hall, auditorium or stage for performance and vocal classes
 - c. Fireproof areas for glass, jewelry, blacksmithing (indoor or outdoor)
 - d. Lounge area
 - e. Equestrian area
 - f. AV setup for PowerPoints and slideshows
 - g. Ample indoor or outdoor areas for martial classes
 - h. Evening feast
3. Responsibilities
 - a. Local group responsible for
 - i. Facility
 - ii. Advertising (minimum)
 1. OH Article for August, September, October
 2. Facebook Event
 3. Event page on Group's website etc. up in July to include link to KMOAS Instructor registration page
 4. Kingdom Calendar event linked to Group's webpage in July
 5. Promotion on Social Media and "Kingdom of the Outlands" Facebook Page
 - iii. Site setup and take down
 - iv. Gate
 - v. Donation Lunch if offered
 - vi. Feast if offered
 - vii. Printing of Site Book with Class Schedule to be supplied by Kingdom Minister of Arts and Sciences
 - b. Kingdom MOAS Office is responsible for the
 - i. Advertisement for Class proposals
 - ii. Class Schedule
 - iii. Registration page for class instructors
4. Notes from Collegium 2019 in Unser Hafen
 - a. 167 people attended
 - b. 66 classes, 47 instructors

- c. Classes ran from 10 AM to 4 PM with no lunch break in 13 rooms, and outdoor space and a ballroom.
- d. \$200 spent on printing course schedule.