

UNIVERSITY OF MERIDIES

Bid Packet for Universitas Meridies

WHAT IS THE KINGDOM COLLEGIUM?

Universitas Meridies is an annual kingdom event held on the third weekend of July. As a kingdom-level event, it may not have any event scheduled against it, and the profits are split 50/50 between the kingdom and the hosting group. It will include classes for all degree levels, workshops, a meeting of the Board of Regents, grading of master projects, and graduation exercises.

SUBMITTING A BIB

Groups wishing to host the kingdom collegium need to send in the Bid Sheet, **completely filled out**, to the Chancellor of the Royal University and the Kingdom Seneschal by March 1. The Chancellor will review all bids and present the Seneschal and the Crown with his/her recommendation. The bidding group who receives the bid will be notified, as will the Chronicler, by the Chancellor, no later than March 15.

RESPONSIBILITIES OF THE HOSTING GROUP

The hosting group is responsible for securing the site, registration, setting up the site, meals, cleanup, and sending flyers to the Chronicler. The University will be responsible for all class scheduling, but the local group should have a provost or a deputy autocrat to work with the University on scheduling classes.

SITE: The site for the collegium should be amenable to summer conditions and should be able to sleep at least 150 people. In addition, there should be at least four areas to hold classes, and meetings in, not including the dining hall.

FOOD: You will provide breakfast on Saturday and Sunday, and the feast on Saturday evening. Luncheon may be provided at the discretion of the hosting group.

FLYERS: The group is responsible for making sure that flyers are in the kingdom newsletter for at least three months prior to the event. This means that, for a July event, the flyer would need to be in the Chronicler's hands by March 25 at the latest. The first flyer should emphasize the need for teachers and request that they contact the Dean of Academic Studies if they wish to teach. The finalized list of classes should be available for the July newsletter, **at the latest**, which means in the Chronicler's hands by May 25. As a kingdom event, you are entitled to take a full page for the flyer, and you need to be sure to include "Deduct \$5.00 with proof of membership" in the flyer.

KINGDOM FUNDRAISER: As a kingdom event, you are responsible for holding a kingdom fundraiser during the event. This can take any form that you would like, as long as it is legal and in good taste. Please note what your ideas for a fundraiser are on the bid form - this does NOT mean that you will be locked into this idea.

FEES AND COST

Fees for the collegium will include the site fee, food cost, and a \$2.00 per person tuition fee, all of which should be included in the cost of the event. Day-trip fees shall include the cost of the feast and tuition. Children's fees, for those between 5 and 12, should include a site fee, and \$2.00 for a separate children's meals. Fees should be broken down as listed on the bid sheet. Please remember that we are trying to keep this event as economical as possible, but that we also do NOT wish to lose money.

Profits after the above expenses shall be divided 50/50 between the kingdom and the hosting group. Neither the kingdom nor the University shall be held liable for the debts incurred by the hosting group. Tuition money should be subtracted from the event income, along with site fees, and food cost, before profits are determined. Registration fees (\$2.00 one-time fee for new students) should be recorded separately from the event income, as those monies belong to the University solely. All University and Kingdom monies should be sent to the Kingdom Exchequer, along with the event report, no later than one month after the event.

Within a month of the event, the Chancellor also be sent a copy of the event report and a record on the monies sent to the Kingdom Exchequer for the Royal University.

ADDITIONAL NOTES

Due to the fact that the kingdom now has an active Ministry of Children, the Royal University will no longer administer a separate Grammar School Program. All bidding groups are encouraged to provide supervised children's activities and a separate children's feast.

UNIVERSITAS MERIDIES
BID FORM

Group Name: _____

Seneschal: _____

Autocrat(s): _____

 Previous experience: _____

Feastcrat(s): _____

 Previous experience: _____

Breakfastcrat(s): _____

Name of Site: _____ Location: _____

What events have been held at this site? _____

Beds _____ Feast Hall holds _____ Are the classrooms air conditioned? _____

Are the cabins air conditioned? _____

Number of meeting rooms, in addition to hall _____

Date for event: Third weekend of July Site reserved? _____

Mean temperature/weather for this date: _____

Other pertinent information: _____

Estimated cost per person (not event fees):

Adult: Site _____, food budget _____, tuition \$2.00 = _____

Child: Site _____, food budget _____ = _____

Proposed price/date schedule per person:

Both days: Date _____ Fee _____, Date _____ Fee _____
 At the door Fee _____ Off board discount _____

Day trip: Date _____ Fee _____, Date _____ Fee _____
 At the door Fee _____ Off board discount _____

Children: Date _____ Fee _____, Date _____ Fee _____
 At the door Fee _____ Off board discount _____