

# **Trimarian Event Guidelines**

**A.S. XXXVIII**

Editor in Chief Baroness Desiree Juliana de Agincourt  
May 2003

# Introduction

The following are presented as Kingdom event guidelines. This is in no way a complete and definitive source for autocrating an event. Nothing will take the place of an autocrat's common sense and experience. Should you have questions please do make contact with the Kingdom Seneschal.

I would like to thank those gentles who edited sections of this work. Many of the ideas and concepts outlined were refined from the outstanding work of many Trimarian autocrats and officers who have served long before my term as Seneschal. Below is a list of names of some of the gentles whose work have contributed to these guidelines. This list is in no way complete so I apologize in advance for those who have been omitted.

Some of the contributors to the knowledge base of Trimarian autocrating follow. Baron Taliesynne Nychymwrh OP, Master Erik of Telemark OP and OL, Baroness Laura de Botelesford OP, Mistress Alisoun Jeunterre OP, and Baron Andre Jean Faucon OP. These gentles have helped either create or refine many of the crating methods still in use today. These gentles are active in the Kingdom except for Master Erik who has moved to Meridies. If you desire to learn about crating an event, you could find no finer resources for learning the fine art of event management. Certainly any former Kingdom Seneschal and Chancellor of the Exchequer can provide valuable information as well.

I personally would like to thank those gentles listed and those who are not for their outstanding work in developing the crating system in Trimaris. Without this work and their maintenance and teaching, the successful running of an event would be much more difficult.

Finally, I would personally like to thank Magistra Octavia Columella OP. Her editing, formatting work, and comments have meant the world to me. Her contributions help make this work a finished product.

# Table of Contents

Event Check List.....	4
Autocrat.....	6
Feast.....	12
Registration System.....	14
Gate.....	22
Heralding.....	24
Differences for a Local Event.....	27
Kingdom Event Bid Form.....	28

## Pre event check list

1. Be notified that your group has been given the event bid.
2. Contact the Kingdom Seneschal concerning event fees and create a flyer.
3. Submit the flyer to the Kingdom Chronicler. Note that the flyer must be to the chronicler at least three months before the event. Get the flyer in sooner if possible,
4. Make sure to be securing volunteers to work for your position crats.
5. Make contact with the Office of the Exchequer to find out when to submit your check request forms for autocrat advance, feast, and bank. Get the forms submitted and secure the funds so you can work.
6. Design and produce event tokens if desired.
7. Design and produce parking passes if desired.
8. Design and produce feast tokens.
9. Make contact with the Crown, Peerage Principals and Kingdom officers concerning meeting times and location requirements.
10. Make sure to be securing volunteers to work for your position crats.
11. Decide which members of your crew will be receiving comps for the event.
12. Make sure your reservationcrat, herald, and gatecrat have been in contact with their Kingdom superiors and have secured the materials needed to run their crat position.
13. Make sure you have coordinated with your feastcrat as to who will be getting people lined up for hall setup and cleanup and feast serving.
14. Regularly make contact with the Kingdom Seneschal and provide progress updates. Make sure to ask any questions you may have.
15. Make sure to coordinate with the merchant liaison all merchant activities.
16. Coordinate with the Kingdom Hospitaller as to who will be teaching and where and when the newcomer class will be held.
17. As the event date nears submit a draft schedule to the Crown and Kingdom Seneschal. Make changes as needed.
18. Make sure to be securing volunteers to work for your position crats.

19. Resubmit draft schedule to the Crown and Kingdom Seneschal and make any required changes.
20. Print schedules for event.
21. Prepare your required supplies for the event.
22. Arrive on site and set up your camp.
23. Walk through camp and note problems. Contact the camp manager and see if a camp representative will be present at this walkthrough.
24. Correct problems noted in walkthrough.
25. Set up gate and reservations.
26. Open up the site.

## **Post Event Checklist**

1. Make sure the kitchen is clean.
2. Make sure the hall is clean.
3. Cleanup all facilities used during the event.
4. Make trash pickups as required.
5. Cleanup all bath houses and rest rooms.
6. Check around list field and other often used outdoor areas to make sure grounds are clear. This includes camping areas/
7. Collect and save any lost and found you recover during this process. You will turn it over to the Kingdom Constable as soon as possible.
8. When everything is ready do a final walkthrough with the camp. Note any requests the camp representative makes and correct the situation. When given final clearance by the camp you are finished.
9. Make sure the waivers kept by your gatecrat have been turned over to the Kingdom Waiver deputy or make sure you get this done.

# Autocrat

There are many things to consider when becoming an autocrat for a Kingdom event. First and foremost is the question of time. Many hours of work will be put in before the event getting things organized and ready. Are you willing and able to spend the time needed? You will be the one and only one person responsible for the operation of the event. A good autocrat delegates the work, but you can never delegate the responsibility. If something goes wrong you will be expected to fix it. Are you willing to take on this responsibility?

## I. Pre event work

### A. Personnel and training

1. Crew: The first thing you need to do is to make sure the people on your bid know their jobs. You must also make sure that each position on the bid has enough people assigned to it in order to get the job done. There is nothing worse than having an undermanned position at an event. This situation creates needless stress on any crat crew. Do you have enough people for gate, reservations, camp cleanup, and to help with hall setup and cleanup? You need to make sure that your position crats and yourself are recruiting. Lineup commitments to work from more people than you think you could possibly need. That way if you have last minute cancellations you will not be caught short on work force. Follow up and keep checking to be sure that people that say they will work will indeed be there.

2. Comps: You will have five free events for a kingdom event to distribute to members of your crew as you see fit. These free events (comps) do not include feast. Please make your decision and then provide a list to the reservationcrat. Please note that at Crown tourneys and Coronations that the Greater officers of State are provided with comps. In addition the officer for event financials who is responsible for cash pickups is given a comp at all Kingdom events. These comps are provided for and approved in Trimarian Financial Policy.

### B. Advertising

1. Event Flyer: Your event flyer should be in the Kingdom newsletter no less than two months before the event. Look in the back of Talewinds to see what is required for an event flyer. Contact the Kingdom Seneschal to get the fee information for the event. A fancy flyer is not required, but the information listed in Talewinds is. Once you have everything together send it to the Kingdom Chronicler. Make sure to check the deadlines to make sure you have things in on time.

2. Web Site: You may want to have a web site for your event. Talk with your local webminister about hosting it. If your local group does not have a web site,

contact the Kingdom Webminister about hosting your event site. Either way, make sure you have given the Kingdom Webminister the url so he can link it to the Kingdom Calendar.

### C. Securing Funds & Feast

1. Budgeting: Figure out what funds are needed to run your event. Your local exchequer has a form in the exchequers handbook that will help you do this. Make sure you include the following items in your budget: Feast, tokens, parking passes, cleaning supplies, maintenance supplies (like toilet paper if not provided by site), gate supplies and supplies for your reservation table.

2. Next you need to contact the Kingdom Chancellor of the Exchequer and find out when you should submit the check request forms for the following: the event bank, autocrat advance, and feast advance. The Chancellor of the Exchequer and/or the Kingdom Seneschal will be able to tell you the amount that these funds will equal. You will know what your budget is and how much you have to spend. Your feastrat(s) should already be working on a menu and a budget to match it. It is wise to check on your feastrat(s) to see if everything is all right, but do avoid the temptation to get too involved in feast planning. You should know what is going on but let your feastrat(s) do their job.

### D. Tokens & Passes

1. Parking Passes: These should be finished long before the event to avoid the stress of last minute preparation. Parking passes may be as simple as deciding to check event tokens and NCR forms, or as elaborate as specially created vehicle identifiers. Some crats want the NCR number of the vehicle owner on the form and others don't. This is an autocrat decision that will depend on the site and how much they think knowing this information may help their crat crew. There is no requirement for this by Kingdom. Budget may also be of prime consideration as printing special parking passes may not be something for which you want to budget money. If you plan on using parking passes, plan on preparing 200 for an art/sci, 400 for a two-day Crown Tourney or Coronation and 500 for any three-day event. You may want to discuss this with the Kingdom Seneschal to see if these estimates are in need of updating.

2. Event and Feast Tokens: Event tokens and feast tokens need to be researched for both design and price. Decide how much you can spend and what you can produce. Beaded strings, ceramic medallions, and printed ribbons have all been used in the past along with many other things. As autocrat you have the final say on what will be produced and how much you will spend. (Staying within your budget) Pick something you like and can afford. As part of your research, do contact the Kingdom Seneschal and discuss what the expected attendance will be for your event. That will you will be able to determine the cost per token needed and the final price. Feast tokens will be needed for each feast you intend to sell. Event tokens are not required, but they are encouraged.

#### E. Pre Event Communication

1. You need to be in contact with the Kingdom Seneschal, Constable and Merchant Liaison as the event approaches. The Constable will be able to answer any questions concerning gate set up and operations. The Merchant Liaison will be able to help you interface with the merchants that will attend the event. Finally, if you still have questions or problems do contact the Kingdom Seneschal. Make sure you have been in contact with the Crown and/or their designated representative to see to their concerns for the event. This will include, but is not limited to lodging for themselves and their entourage. Also, makes sure the feastcrat checks to see if there are any Royal dietary restrictions. Please contact the office of Kingdom Hospitaller and make arrangements for a newcomers class to be held.

#### F. Scheduling

1. Creating a schedule is your next task. Contact the Crown, Peerage principals, and Kingdom officers to find out if they have any time and location requirements. Please note that the Crown, Peerages, and officers have priority in scheduling in that order. These must be accommodated on the schedule. On three-day events, please be aware that the majority of meetings will be held on Saturday, unless the Crown or officer requests otherwise. The Kingdom Seneschal must approve any requests for the holding of fundraisers. Contact the Kingdom Seneschal when these requests come in. Create a skeleton schedule that you can keep adding to as new requests come in. As the event approaches submit your schedule to the Crown and Kingdom Seneschal and see if they approve. Plan on printing the final version of your schedule during the week before the event; do not be surprised if after printing there are still some last minute changes. This is to be expected. You will handle these changes through the site herald.

## II. During the Event

### A. Before the populace arrives.

1. When you arrive on site, take care of the basics. Set up your camp and get situated then go to work. You will want to make sure both gate and reservations are set up as soon as possible. These positions are your cash control points and must be ready to go when event attendees begin to show up. Make sure your feastcrat has access to the kitchen and hall. Depending on the event you may have to set up special halls for displays etc. Next do an inspection of the campsites and bathhouses to see if there are any situations or problems that need to be addressed before people start to arrive.

### B. Radio Communications

1. When the Kingdom Seneschal arrives, you will be issued radios for the event. As autocrat you must have one, It is highly recommended that you have one at reservations. You may distribute any other radios provided as you see fit. Please remind anyone given a radio that these are open channels and that transmissions can be heard by any around a receiver. Also, please restrict communications to what is needed, as this will extend battery life.

### C. Check up on your crew

1. While the event is underway you should be monitoring your positions and make sure they are manned and that there are no problems. Do not be afraid to radio the Kingdom Seneschal if you have any questions. You and your crew may be contacted with specific instructions about things that need to be done as the event progresses. The Crown and/or Kingdom Seneschal may need you and your crew to perform some specific tasks. Be prepared for this, by knowing where your manpower is and what resources you have at your disposal.

### D. Maintenance

1. As the event progresses, make sure you are cleaning up as you go. Regular trash runs and bathhouse maintenance are a must. As the event nears completion, you will have to make sure gate and reservations both close out in an orderly fashion. The Kingdom Seneschal will tell you what time to close down gate and reservations. You should take this time to turn in receipts to the exchequer so that the event closeout process will not be slowed down.

### III. When the event ends

#### A. Cleanup

1. Once the event is closed you will be doing cleanup. Make sure all of the camp facilities are cleaned to the standards that the camp requires. Particular attention needs to be paid to the kitchen and halls. Once everything is ready, you should arrange for a check out inspection with a camp representative. Be gracious in complying with any requests the camp has about cleanup during the checkout tour.

#### B. Wrapping up

2. Once, all the work is done make sure to say thank you to all who worked for you. Also, make sure yourself and your feastcrat have the receipts and paperwork required by the Chancellor of the Exchequer ready to turn in. Congratulations! You are finished until the next time.

### IV. In Conclusion

It is impossible to write down everything an auto crat needs to know in a compact guide. The specifics about the individual crat positions can be well defined, but how to handle people and the unexpected cannot be so easily delineated. The key is to be flexible and ask questions when you need to. This is intended as a guide. By no means is everything about auto crating listed here. If you have questions please do contact the Kingdom Seneschal. This officer is the supreme autocrat and should be able to tell you what you need to know. This guide is intended for Kingdom events, but many may find it helpful to use in the running of any event.

# Feast

This handbook in no way replaces the experience and common sense needed to be used in order to prepare a feast for a Kingdom event. Certainly a new feaster would be wise in seeking advice about feast preparation from those who have handled this situation in the past. Again food preparation and presentation is not something that can be covered in a short guidebook.

## I. Before the event

### A. Budget

1. Consult with your Autocrat on your budget. This is dependent on what is being charged for feast and how many people will be served.
2. You will be given a cash advance based on the amount of paid feasts you will be serving. Make sure to make contact with the office of the Exchequer in order to turn in a check request form to obtain your advance.
3. You will need to prepare enough food to serve the budgeted number plus a high table that averages 12-18 people including the Crown. You will also need to have enough to feed your servers and kitchen help.
4. Make sure it is clear what meals you will be providing. Will breakfast and lunch be included or not? If they are, are there any provisions for those that are not getting feast? If you are going to sell them separately you will need someone to collect money. If these are not included in feast, but are a separate charge you need to make that very clear on the flyer.

### B. Menu

1. Create your menu ahead of time. You will need copies of your menu including ingredients to post at the event. If your event has a website it is also a good idea to post this information there.
2. Test your dishes: It is always a good idea to make test dishes to make sure the recipe will turn out how you think it will as well as to verify the amount of people it will serve.

### C. Buying

1. Plan your buying. You will want to buy in bulk when you can. Research who has the best prices ahead of time so you can make sure you are staying within budget. One stop shopping will not be a good idea, check out your local butchers and produce markets for the best prices. You are not guaranteed any reimbursement over your budgeted amount.

### D. Hall Set up and Serving

1. Talk to your autocrat about these and decide who is responsible for both. Some events have the autocrat handle these, other have the feastcrat handle them or you may appoint a hall steward to handle one or both of these tasks..

a. Hall Set Up: Decision should be made ahead of time as to how the tables and chairs will be set up in the hall and how the hall and tables will be decorated. This could include whether or not you plan to have people sign up ahead of time for table space. Make sure how feast is going to be served is taken into consideration.

b. Feast Servers: You will need to make sure you have people to serve feast and decide how it will be served (i.e. individually or family style.) You should have someone who will be in charge of the servers. Discuss how you will serve ahead of time. Make sure you have a list for people to sign up for feast servers at reservations.

#### E. Kitchen and Hall Cleanup

1. Make sure you have someone in charge of cleanup after feast. This should not be left to chance or the goodwill of those who have attended feast! Asking for assistance will do little good if there is no one to direct the volunteers. This could be an individual or a group. There should be at least one person who knows what to do with left overs, where cleaning supplies are and where to put things away.

2. Supplies: Make sure cleaning supplies are included in the budget. This could be in either the feast or autocrat budgets. Do not assume that the camp will provide clean up supplies. You should make sure you have dish soap, sponges, scrub pads, paper towels, dish towels and spray cleaner (like 409.) Depending on your menu you may need to include oven cleaning supplies as well. Remember, we should always leave a kitchen better than we found it!

#### F. Visit the Site

1. If possible, visit the site and check out the kitchen. See what kind of serving and cooking utensils are available so you will know what you need to acquire. This will also help you to plan your hall setup, serving and cleanup. Make sure you know what appliances work and what does not.

### II. During the Event

#### A. Timing

1. Make sure you give yourself plenty of time to prepare before each meal.

#### B. Cleanup

1. Do yourself and your crew a favor - clean as you go!! It will make your

kitchen much more pleasant to work in and your cleanup crew will greatly appreciate it. They will also be willing to come back and clean again if they have not had a nightmare experience!

2. Make sure your cleaning crew know where everything goes and where the supplies are. Then get out and relax!

3. On Sunday morning, clean again. Get anything the cleanup crew missed. Make sure no food is left in the refrigerator or freezer. Any loss of cleanup deposits will come out of the group's percentage of profit. Also, the hall must be cleaned and returned to the condition required by the camp.

### III. After the Event

A. Make sure to give your receipts to the exchequer immediately. They are needed to close out the event. Don't hold things up by leaving without turning them in. Remember that anything you spend over the budgeted amount may not be reimbursed.

# Registration System

Edited by

Lady Raynagh Bennech ingenGriffyn  
Kingdom Exchequer

## A. Advance Reservations

1. Mail advance reservation checks to the Deputy Exchequer for Event Financials when approximately \$300 worth have been received. Keep photocopies of the checks for your records. Bring them and all pre-registration letters and notes to the event for reference in cases of dispute.
2. Maintain an alphabetical list by modern last name of all advance registrations.
  - a. Record the modern name, the SCA name, the individual price paid, length of stay, if they have feast (and what night).
  - b. Check for proof of membership. If none is supplied with the advance registration, note this on your listing and request to see the membership card when the individuals arrive at the event
  - c. Prepare an envelope with the modern last name on the outside. Place all receipts, tokens, and other information inside. File alphabetically. When the person arrives at res, you only have to fill out the NCR form, hand them the envelope and they won't have to wait in line.
3. Carefully account for cabin spaces (when available) and feast spaces. It is common to sell out of both before the event. Leave a small number of beds empty until you arrive on site. Allow yourself a margin for error on bed space in case the site provides you with less than expected.
4. Do not hold any reservations with a group check that cannot be deposited before the event. Do not accept any check or checks for more than \$150.00 from any one individual.
5. Keep a detailed accounting of all monies received and of seats reserved for feast. Provide your feastcrat, autocrat and the Kingdom Exchequer with these figures.

## B. Refund Requests

1. Advance Reservations
  - a. Advance refund requests are the responsibility of the Reservationcrat. Use the Kingdom Check Request Form (see appendix). Please complete one of these forms for each person requesting a refund payment.
  - b. Attach proof that the payment was received and explain why a refund is due.
  - c. Give all completed forms to the Kingdom Exchequer for reimbursement.

- d. No refunds will be offered for feast, unless you were notified in time to resell the feast reservation. The food has already been bought and paid for. Exceptions will be made in cases of bonafide emergencies.

## 2. On-Site Reservations

- a. Use the same form, Kingdom Check Request Form, as for pre-reservations.
- b. Have the individual fill in the name and address portion. Make sure they include a complete address.
- c. You complete the amount due the individual less feast and the reason for the refund in the “Comments” section of the form.
- d. Return these completed forms to the Kingdom Exchequer when you close registration at the end of the event.

## C. NCR Form

The following is a sample of the NCR Form used by the Kingdom.

**PLEASE PRINT CLEARLY**

N<sup>o</sup> 0996

Legal Name (please print legi bly) \_\_\_\_\_

SCA Name \_\_\_\_\_

Home Group/Town \_\_\_\_\_ Tag # \_\_\_\_\_

I will be staying: Tent / Cabin / RV (Group/Area) \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

You MUST bring the pink and goldenrod copy of this with you to the registration desk. You will not be admitted onto the site without your receipt from registration.

I, the undersigned do hereby state that I wish to participate in activities sponsored by the International organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA"). The SCA has rules which govern and may restrict the activities in which I can participate. These rules include, but are not limited to: Corpora, the By-Laws, the various kingdom laws and the Rules for combat related activities. The SCA makes no representations or claims as to the condition or safety of the land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA. I understand that all activities are VOLUNTARY and that I do not have to participate unless I choose to do so. I understand that these activities are potentially dangerous or harmful to my person or my property and that my participating I voluntarily accept and assume the risk of injury to myself or damage to my property. I understand the SCA does NOT provide any insurance coverage for my person or my property. I acknowledge that I am responsible for my safety and my own health care needs, and for the protection of my property. In exchange for allowing me to participate in these SCA activities and events, I agree to release from liability, agree to indemnify, and hold harmless the SCA, and any SCA agent, officer or SCA employee acting within the scope of their duties, for any injury to my person or damage to my property. This Release shall be binding upon myself, successors in interest, and/or any person(s) suing on my behalf. I have read the statements in this document. I agree with its terms and have voluntarily signed it. I understand that this document is complete unto itself and that any oral promises or representations made to my concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees. I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ AND UNDERSTOOD THIS RELEASE AND I UNDERSTAND ALL ITS TERMS. I EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE.

Legal Name (sign) \_\_\_\_\_

Parent/Guardian (sign) \_\_\_\_\_

**FOR REGISTRATION USE ONLY**

1DT    2DT    1N    2N    3N    NM    1st

Gratis: Crat/Royal/Officer    Fam(Parent NCR#) \_\_\_\_\_    Under 3(Parent NCR#) \_\_\_\_\_

Feast(Sat): \$ \_\_\_\_\_    Feast(Sun): \$ \_\_\_\_\_    Reg. Init \_\_\_\_\_    Amount \$ \_\_\_\_\_

Payment: PrePaid Cash Check # \_\_\_\_\_    D/L# \_\_\_\_\_

The gate guards will have each person arriving on site complete the **Mundane Name**, the **SCA Name**, **Home Group/Town** and **Tag #** sections of the form. They will remove the first two copies (white & yellow) and instruct the person to bring the pink and goldenrod copes to you at registration. The reservation staff must get the following information to complete the NCR form from the person or pre-reservation listing:

- 1. Circle the following codes as they apply to that individual:  
**DT** = Day Trip; **1N** = One Night; **2N** = Two Nights; **3N** = Three Nights

**FAM** = 4<sup>th</sup> member of a family group (gratis). “Family” consists of parents, their offspring, and couples married to each other. Under Society policy “no family shall be charged more than three adult fares.”

**Mem** = Member; **NM** = non-member; (The non-member surcharge is waived for children 12 and under).

**Child** = A child is defined as the age of 12 and under and are not charged for the event. Please keep track of children under 3 and children between 3 and 12. There is a space on the Event Registration Form for this.

2. **Feast:** Indicate Yes or No. If feast is available on more than one day, annotate the actual day paid for or both.
3. **PrePaid** = prepaid reservation; **\$** = cash payment **CK** = check payment
4. **Reg. Init** = initials of reservation staff member.
5. **Amount** = Total fees paid by that individual .
6. Keep the pink copy. Return the goldenrod copy to the individual as their receipt.
7. If paid by check, make sure of the following:
  - a. The check is signed and made payable to SCA dba Kingdom of Trimarisis
  - b. The amount matches what has been entered on the NCR form.
  - c. The name and address are imprinted on the check. We cannot accept blank counter checks.
  - d. The telephone number including area code is listed on the face of the check.
  - e. The driver’s license or valid state ID number is listed on the face of the check. No checks will be accepted without a state issued picture ID. No exceptions.
  - f. Write the NCR number of each person paid for onto the check. For example, NCR #s 0346, 0347 and 0348

#### D. Event Registration Record

Information gathered from the NCR Forms is transferred to a master record used to reconcile attendance and determine who has not yet checked in. As people come to the desk to register, they must present their numbered NCR Form from Gate. Once it is completed by the staff at the registration desk, fill in the Event Registration Form as follows:

1. Have more than enough photocopies of the Event Registration Form on hand to cover the expected attendance for your event.
2. The NCR # column lists the numbers from the NCR forms in sequence (i.e. 523, 524, 525, 526...). Match the number on the NCR Form to the corresponding line on the record. It may be helpful to number the lines on the record form pages in advance of the event.
3. Use mundane names only on the event registration record—last name, then first.
4. **DT 1N 2N 3N FAM**—place a check in the appropriate column (see section C.1. above).

5. Check column if the **NM** fee was charged. The Kingdom is very interested in having this information gathered.
6. Children 12 and under do not pay a site fee (they do pay for feast if attending). Please check the appropriate column to track if a child was under 12 but over 3. Check the next column if the child was 3 or under. This information is used to determine how much the Kingdom owes the camp at reconciliation.
7. Mark if feast was sold and for which day.
8. **PP \$ CK**—Circle the method of payment; PrePaid , Cash or Check.
9. Payment amount—Enter the total attendance fee for this person, including non-member fee. If no payment was due, enter the word “Gratis” on the Amount Paid Column.
10. File the Pink NCR forms numerically. The yellow copies of the NCR forms will be coming to registration from gate at regular intervals. File the yellow copies numerically and match to the pink copies. Every yellow copy that does not have a matching pink copy represents a person who has not been through Reservations yet. Keep a list of no-pays and give to the Kingdom Exchequer and the site herald periodically.
11. Number each page consecutively at the top of the page. Total the columns at the bottom of each page.

E. Minors On Site

Any person under the age of 18 not accompanied by their own parent, must have a legal guardian AND give you a completed, **notarized** minor’s waiver or they **CANNOT** not be allowed to remain on site!

1. Make sure the portion of the “**Minor’s Permission Form—Event Waiver**” that says “to be signed at registration” is completed and you and one other person sign as a witness.
2. Attach our portion of the waiver to the pink copy of the NCR form.
3. Make sure that the guardian keeps the medical waiver.
4. If problems arise, call the Kingdom Seneschal immediately.
5. According to Trimaris Kingdom Law “Any minor under twelve (12) years of age must have n his or her person at all times while attending any Society event both his or her legal name and both the legal and SCA names of the parent or othr responsible adult at the event”.

## F. On-Site Registration Procedures

1. Maintain a pleasant, helpful attitude while on duty. Remember that you and your staff can set the mood for the entire event so make it a nice one. Remember to smile.
2. Have at least two people at registration whenever it is open. Plan to have at least four people during the busy times. This allows one person to handle pre-registration, one cashier, and two for records and filing. Set up a separate line for pre-registration. Direct people to the correct line as they approach the desk.
3. Take their numbered NCR Form from Gate. If they don't have the form, they must go and get it.
4. Ask each person for proof of membership in the Society. If the person is not a paid member, charge the non-member fee. Waive the surcharge if this is their first Kingdom event and have them sign up for a newcomer's class.
5. Circle the applicable codes on the NCR Form.
  - a. If pre-registered, fill in the NCR Form from the pre-registration listing and hand them their feast tokens and/or cabin assignment, if any. Make sure the NCR form is completed and hand them the goldenrod copy.
  - b. If not pre-registered, collect payment and write the amount paid in the blank space provided on the form. Give feast token and/or cabin assignments, if any. Mark the goldenrod copy "PAID" and give it to them as a receipt.
  - c. Attach any pertinent documents (such as minor's waiver form) to the pink copy of the NCR Form.
6. Hand the pink copy of the NCR Form to the staff member completing the Event Registration Form and doing the filing.

## G. Registration Reconciliation and Problem Situations

1. As you fill in the Event Registration Form, you will begin to notice numbers with blank data. These belong to people who have been through gate but have not yet come by to register.
  - a. The yellow NCR Forms in numerical order will provide names to match these numbers.
  - b. Compare these names against the listing for advance registrations to eliminate the names of those guests who pre-paid but didn't stop by the Registration Desk. Also check to see if they already registered and if this is a duplicate form.
  - c. Hand over the remaining names to the Site Herald so that these persons can be sought out and brought in to make payment.

2. Occasionally, someone will get through Gate without having signed an NCR Form, especially staff, peers or Royal retainers. In these cases, blank NCR Forms can be obtained from Gate.
3. Sometimes you will have someone come in and want to pay for a friend who is not yet on site but is coming later. They will have no NCR for that person. Treat these payments like on-site pre-registration. Add their names to the pre-reservation listing. You will need to match them up with NCR Forms and enter them on the Event Registration Form when they actually arrive.
4. Keep in touch with the Autocrat and Chirurgeon because anyone looking for them will come to you first. Keep in touch with Security. If radios are available, keep one with you.
5. The Kingdom Exchequer will provide you with a list of names of persons who owe for an NSF returned check or who might owe for attendance from a previous Kingdom event. Watch for these persons at the Registration Desk. Follow any instructions provided on the list.
  - a. You must collect the money due for all previous obligations, if any, before allowing the individual to register for the current event.
  - b. Please keep all moneys collected separate from the current event. These will need to go in a separate deposit as they do not count towards your event. Try to obtain a current address for the Exchequer.
  - c. Call for the Kingdom Exchequer if there is a problem.

#### H. Closing Registration

1. Once registration has closed for the event, take a blank Event Registration Form. Label it "Summary Record" and change the column "NCR #" to "Page #". Enter the figures in the totals column from each page of the Event Registration Form onto the line for that page on the new form.
2. Total the summary record to get the final attendance figures needed to compute the payment due to the camp site. Provide this information to the Kingdom Exchequer who will be writing the check. Find out early during the event when the Exchequer needs these figures completed.
3. Provide the total attendance and total feast sales to the Autocrat, Kingdom Seneschal, and Kingdom Exchequer. Give all completed forms, records and waivers to the Deputy Exchequer for Event Financials.
4. Give any refund requests to the Kingdom Exchequer.

5. The Deputy Exchequer for Event Financials will make cash pick ups through out the event. A numbered Cash Receipt Form will be completed for each pick up. The first pick up will be for the amount of the starting change bank. All monies will be counted by the Deputy for Event Financials, the reservationcrat and one other person. Be sure to keep a copy of the form for your records.
6. Make sure any borrowed equipment gets returned to the owner(s).
7. Advise the Autocrat of any unresolved problems.
8. Take a day off and relax or collapse. You deserve it!!!

# Gate

## I. Before the Event:

A. The gatecrat's job is to make sure that every person entering the event has completely filled out the four part NCR form.

1. When you arrive on site make sure that the gate pavilion has been set up and equipped.
2. You should make sure before you arrive that there will be clipboards, pens, water or soda and a light source.
3. Check with your autocrat and make sure these necessary things will be on hand.
4. Make sure that reservations give you NCR forms to start the event with.

B. Staff: You need to make sure that you have people lined up to help you. There should be a minimum of two people at gate at all times. For your peak times such as Friday night and Saturday morning more people will definitely make your life a lot easier and things more efficient as well. Do not expect help from the Kingdom Constables. Their job is internal security and they have plenty of work to do already.

## II. During the Event

A. As opening time approaches you will want to set up each clipboard with an NCR form and pen. This will make things easier for you when the cars start pulling up. Make sure to open the packs in numerical order. This makes reservation's job easier and will also allow for a quick estimate of attendance.

### B. NCR Forms

1. As things slow down on Saturday, make sure to keep the NCR forms going out in numerical order from the pack. This will make sure that when gate closes you will be at the right number.
2. Make sure that the legal name is printed on the line. Also, please see that the waiver is signed. If someone says they have a blue card politely ask them to sign so they can avoid digging through their stuff to find it. After all, it only takes a second and you do not want to delay them. See the example NCR form on the following page.

3. Gate guards will keep the top two copies of the NCR form and direct the event attendee to take the other two parts to reservations. The gatecrat should keep the top copy in a box. These copies will be turned in to the wavier deputy at the end of the event. The second copies should be put in numerical order and periodically sent or taken to reservations. Putting the forms in order makes it easier for reservations to check and see if everyone has made it to reservations. This is an important step in cash control.

### III. At the end of the Event

A. When gate closes you will clean up your area and break down and pack up the pavilion. Check to see that all of the second copies of the NCR forms have been turned over to reservations. Make sure to keep the top copies so that you can turn them over to the wavier deputy

# What Every Site Herald Should Know

by

Countess Una of Blackberry Hollow, OP

Updated and Expanded by Baron Maredudd ap Cynan, OP and Maighstir Sebastian Halyburton

## Introduction:

The role of the Site Herald at an event is to serve as the main focal point of all official information between the Autocrat and the Populace as well as the one responsible for all heraldic services on site. Finally, as with all other heralds, it is also the site herald's job to enhance and uphold the mood that the SCA is trying to create.

## I. Pre-Event Preparation

A. It is helpful to be familiar with the site, but if not, get a map of the site from your autocrat as soon as you learn that you'll be Site Herald.

B. Discuss with the Autocrat where Herald's Point will be and have contacted the previous site herald for the last kingdom event to obtain the heralds box with all its contents as well as contacting the next site herald for the next kingdom event to pass the heralds box on. Remember to restock the heralds' box with the essentials list below. It is best if you have a table that will not have to be cleared for other uses during the event. (If in doubt, bring your own.)

C. Figure out how many helpers you will need to cry the camp each round. Contact the Kingdom Herald's regarding Herald's Point. Friday evenings can be very busy with lots of people looking for all sorts of information. It's your job to provide it.

### D. Essential Equipment and Materials:

1. 'Herald's Point' Sign
2. Herald's Tabard(s)
3. Wrist or Pocket Watch (discreetly concealed)
4. 3x5 Index Cards (to be used for Court Cards, Announcements, etc.)
5. Note Pad(s)
6. Pens and Pencils (bring several of each as they grow legs rapidly in our warm climate)
7. Marker(s)
8. Comfortable Chair

### E. Optional Equipment and Materials:

1. Alarm Clock (in case you have a problem oversleeping)
2. Bulletin Board
3. Thumb Tacks or Push Pins/Scotch Tape
4. Clip Boards are nice (enough for the heralds crying the camp)
5. Cooler for Refreshments
6. Sign-up Sheet or Roster

7. Bard-in-a-Box and some period music
8. Extension cord (for the Bard above)

## II. During the Event

### A. Site Set-up and Operation:

1. When you get to the site, locate the Autocrat and report in. It may be necessary to make announcements at this time. Set up your Herald's Point sign and you're in business. It is your responsibility as Site Herald to make sure the following things happen:

1. Information Exchange site from Friday night to Sunday morning
2. Herald's help table for name and device consultation (this may be staffed by Kingdom Heralds, but do not assume so)
3. Morning announcements. Make sure your helpers will be up and available
4. Hourly cries of the camp with announcements during the day
5. Providing lyst heralds for both heavy and light weapons lysts
6. Collection of Court Cards
7. Making sure the Crown has a Court Herald
8. Submitting a Court Report to the Triskele, Vox Maris, Sextant Heralds and the Crown within 10 days.

### B. Information Exchange

1. A clearly designated Herald's Point will be busy all weekend with people giving you information or asking you for it. Obviously, you yourself cannot be physically present at all times, but you should ensure that someone is there from after breakfast to just before court, or feast, whichever comes first.

### C. Herald's Help Table

1. Check with the Kingdom Heralds prior to the event to see if you'll need to set up your own help table. Do Not Assume that someone will do this - ask first and make sure. If you do not have the requisite heraldic knowledge, recruit someone who does to consult for at least a few hours on Saturday (Friday night can also see a lot of people wanting advice on their devices.)

### D. Announcements

1. Speak loudly but don't shout - you could hurt your vocal cords. Please speak your whole announcement at the same volume. It frustrates people when you say 'Oyez' very loudly and then trail off.

### E. Morning Announcements.

## F. Hourly Announcements

1. Since most meetings or classes start on the hour, it is usually convenient to schedule regular rounds for 15 minutes before the hour. Ask your helpers to show up about 20 minutes before the hour, and make sure each has a copy of the announcements (the clipboards are wonderful here.) Designate certain areas to each crier.

## G. Providing a Lyst Herald

1. Except at events with no fighting, you'll need at least one lyst herald. When there is fencing or more than one heavy weapons lyst, of course, you'll need additional heralds. For a kingdom event, please coordinate this through the Lyst Pursuivant.

## H. Collecting Court Cards

1. Unless you have checked with the Triskele before the event and know they are bringing a Court Card box, you'll need some kind of closable container. Most people filling out Court Cards do not want everyone rifling through them. The Court Cards must contain the following information:

Name(s) of Person(s) to be called into court

The Phonetic spelling of all names

Nature of the Business (i.e. presentation, change of office, etc.)

## I. Making sure the Crown has a Court Herald

1. You should certainly do this ahead of time. Check with the Triskele Principle Herald to make sure an experienced herald will be available. At the event, if you do not see that person on site, check with the Crown just to be sure.

## III. After the Event

### A. Submitting a Court Report to Triskele

1. Within ten days of the event, you should prepare and send to Triskele a report of all awards given at any Courts held at the event. Remember, the awards should be listed in the order granted, as this is the order in which they are added to the Order of Precedence. Kingdom handbooks for local heralds contain a form for this report and the form is also available from the Triskele Herald or Sextant Pursuivant. As site herald, this is your responsibility, even if you do not herald at court.

So remember, arrive early and set up a well marked Herald's Point. Get up early enough to have morning announcements organized. Keep Herald's Point staffed, and always keep a positive and helpful attitude. You can collapse or blow up when you get home. Listen carefully to what others are telling you, and use a 'tact' filter in making your announcements.

## Differences for a local event

**Autocrat:** For a local event you will be working with your local exchequer for your budgeting and advances. It is just as important to have a budget set up ahead of time for a local event as it is for a kingdom event.

**Feast:** Instead of having your budget handed to you by the kingdom, you will have to work with your autocrat to decide what you will charge for feast. Be careful, you don't want to price yourself so low that it is impossible to provide quality food for the price, at the same time you do not want to price it so high that people will not buy feast. Decide how many you are willing to cook for - then subtract for those you will have to feed that will not be paying (servers, royalty, head table, etc.) That is how many feast will be sold. Make sure the reservationcrat knows this number.

**Registration:** Make sure NCR forms have been ordered - or that you have a group waiver ready for attendees that are not members if you are not using NCR forms. (it is recommended that you do - contact the Kingdom Exchequer to order them.) Decide what hours registration will be open and where it will be located.

**Gate:** Decide if Gate and registration will be at the same location. If so, make sure there is plenty of space and supplies. If not, then decide how gate will work. The easiest way is to use NCR forms, if you are not getting them, decide how gate will keep track of attendees.

**Heralds:** Decide what needs to be heralded and when. Will the camp be cried or not? Is there a lyst? If so, make sure you know who will be heralding it. Will there be a court? Make sure there is a herald if there is.

# Kingdom Event Bid Form

Not Done Yet

