

# TRIMARIAN EVENT STEWARDS GUIDE

BY: H.L. MIYAMOTO TORAMASA

FEBRUARY 2020

## Table of Contents

Table of Contents.....	2
Introduction .....	4
So, what is an Event Steward? .....	4
Creating Your bid: .....	4
Getting a date: .....	4
How much can I charge? (Setting the site fee) .....	6
What about the Kids? .....	6
Non member surcharge (NMS) .....	6
Finding a site .....	7
Insurance:.....	7
Spreadsheets.....	8
Special Activities: .....	8
Combat events – Things to know:.....	8
Archery (not combat archery)– They need lots of space This Falls under The Kingdom Kingdom’s Archery Marshals Responsibilities: .....	9
Equestrian - Horses are fun, big, and needs lots of space, and special considerations. ....	9
This Falls under The Kingdom Kingdom’s Equestrian Marshal’s Responsibilities: .....	9
IX. Preregistration .....	9
Who needs it.....	10
What needs to be on it: .....	10
X. The Internet and Social Media .....	10
The Internet – is really really great.. sometimes .....	10
Social Media – Can be great or a Time Sink!.....	11
XI, Contact List – who to contact for everything.....	11
XII. Officers.....	11
People you need to talk to:.....	11
XIII. Communication – It’s a thing so do it well and politely! .....	12
XIV. Gate – The First people you see on site.....	12
XV. Reservations – Checking people in .....	13
XVI. Volunteers – you need them!!! .....	13
The short but not complete list of things that need volunteers.....	13
How to get people to help: .....	14

XVII. Care and Feeding of the Event Steward ..... 14

XVIII. Saying Thank You – No you cannot say it enough!..... 15

XIX. The post mortem - thank your lucky stars it is over – for this time! ..... 15

Appendix A – Checklist..... 17

Appendix B – Check Request Form ..... 22

Appendix C – Insurance information ..... 23

## Introduction

So, you chose to be an Event Steward (autocrat) or a part of the Event Stewards staff. Now what??!!! This guide is here to help you do all for the things needed to run a Trimarian Kingdom Event. That's not to say that if you're only running a Baronial event that this won't help you. It will help you just realize that not all of the steps are required. I will try to denote which are for Kingdom events only and which are for all events. Also, this is a living document so please make changes as needed to keep up with the requirements from the various baronial, kingdom, and society requirements. Also, don't be afraid to ask other autocrats of previous events for their advice and feedback. They may have tips and tricks that can be helpful to running your event.

## So, what is an Event Steward?

The Event steward is the person responsible for the administration and execution of the event. All event stewards must be SCA members. The Event steward is responsible for bringing their dream to life and running the event. And to have a lot of fun doing it.

## Creating Your bid:

You need to know the following things:

- Type of event (Kingdom Event, Baronial Event, Shire Event, Canton Event)
- Proposed Date and time
- Theme of the event
- Which site
- Budget (more later on that one)
- Event Steward (and if you want/need a co event steward)
- Consulting steward if needed (i.e. someone who is your go to reference for help)
- Feast Steward
- Reservation Steward
- Marshal (if needed)
- All of their contact information ...
- Any of the rest of the crew that you already know...

The bigger the event the sooner you need to get the bid in (**1 Year** is the preferred, 6 months is absolute minimum... Not to say it can't be done with less it just makes it a lot harder to get it approved by the kingdom officers... and cuts your planning time way down!)

## Getting a date:

Event dates are usually first come first serve but not always. In the case of a competing bid the financial committee will look at all bids received and then make a decision on which is the best bid. It is recommended that the bid be between 9 months and a year out to give time to prep but it can be much less if no bids have been submitted for the event. If this is a baronial event, clear it with Their Excellencies first. **When doing Baronial events remember that there is a 50-mile requirement between baronial events and No events are scheduled the same day as a Kingdom event.**

Your budget (or how to overspend if you're not careful)

When considering your budget decide what you really need to make your dream come out. That being said keep it reasonable too as you will want to make a profit for your group of Barony. The profit of the event should only be enough to provide seed money for the next event your Local group Stewards.

Things to keep in mind:

- If at a primitive site do you need portable bathrooms/port a let
- Site token and feast token budget
- Remember that any special centerpiece or decorations comes out of the **Feast Budget and is the Feast Steward's Responsibility.**
- Printing costs
- Insurance costs (if baronial event)
- Additional insurance costs (horse insurance, golf cart insurance, etc.. )
- Truck rental to hall stuff from the kingdom storage site

Once you determine your estimated expenses get a cash advance to cover them. You can request a cash advance in the form of a check. Advances have to be reconciled within 60 Days.

Again, only ask for what you need but consider what you are going to need before you put in your request.

A basic budget will look something like this:

Printing – 35.00 -80.00

Insurance – paid for by the kingdom if kingdom event but still goes against your profits

Trailer rental 150.00 to 250.00 (including gas and miles)

Misc. expenses 100.00 -150.00

So a total out of pocket (before being reimbursed) 285.00 -500.00 (sometimes much less) but again depends on what you want for your event to meet your expectations. So take that into account when you make your advance request.

Site costs per person/night:

Number of nights:

Estimate of people on site:

Total site cost:

Estimate of expenses 60/40 split kingdom/ group

Autocrat expenses:

Site costs:

Total event cost:

Break even attendance:  
Member site fee:  
Total Income:

Total income # of people x site fee:

Estimated profit\*: Total income – total cost

\*any profit is split 60% to kingdom and 40 percent to the group.

## How much can I charge? (Setting the site fee)

There are a lot of factors to consider when setting site fees:

- Base your event charge on each individual event expenses.
- Did the event make enough profit to seed the next event?
- How many people are expected to be at the event?
- Are there caps on event costs?

## What about the Kids?

As Event Steward you decide on what age is Free. Some events do a 12 and under are free some do 17 and under are free. No family will be charged more than three adult fees per Kingdom policy; however, you may draw more families with children if the fee is waived, which in turn means a better attendance for your event.

## Non member surcharge (NMS)

**This is the responsibility of your Reservation Steward so make sure they are aware.** In most cases we use a \$5.00-member discount on the listed entrance price. That promotes people to become members especially if they attend multiple events each year. This can be waived if someone is comped for the event (say someone who is there only to help the feast crat by bringing a large smoker or other things... Check with the kingdom exchequer first before waiving this fee). It is also not collected for minors who are waived by age requirements.

### A. Proof of membership:

Each person entering the site and claiming membership will be required to present proof of membership. Acceptable forms:

- a “blue card”
- an electronic download from the SCA website
- a receipt of purchase of membership/renewal

## Finding a site

Kingdom Level: This falls under The Kingdom Seneschals Responsibilities:

Baronial Level: This falls under the Baronial Seneschals Responsibilities:

There are lots of potential locations to have an event. Schools, churches, scout camps, public parks, summer camps, fairgrounds, even farmers' fields and ranches if allowed.

The important things to remember:

- Is it legal to use the property for the event timeframe (i.e. some public parks are closed at dark and do not allow camping).
- Can it support the traffic for the event?
- What facilities does it have?
- Is it accessible to all members? If not, then it needs to be disclosed thoroughly.
- What extra insurance or fees are required?
- Can all forms of combat take place there i.e. archery and combat archery?
- Alcohol policy and smoking policy
- Pet policy
- Equestrian allowed?
- RV camping allowed if overnight event?
- Fire policy (fire pits and ground fires allowed or not)
- Water sources?
- Distance from emergency services?

This is not a complete list by any means but a good start to help consider when looking at sites for events.

Other fine print: Owners of the property and immediate family cannot be the event steward, on the event stewards' staff. Also, all pet owners, including service animals, are required to clean up after their pets and must maintain control of the animals at all times.

## Insurance:

You need it. For kingdom events contact the kingdom seneschal to pull the insurance for the event and let them know about other add-ons needed for the event – equestrian or golf cart or archery insurance.

**The Seneschal should handle this for Kingdom Level Events but will need most of the information in Appendix C to pull your insurance.** Paperwork signed and notarized and to the site well before the event and have proof of the insurance at the time of the event. Be aware that this may be an extra fee in addition to the horse and vehicle waivers.

Insurance does not cover participants for injuries or property loss/damage.

The more in-depth insurance questions can be handled here : See the Society for Creative Anachronisms Seneschals Handbook online – there is a section called “Insurance and the Event Steward”

To request additional insurance

The instructions for requesting the additional and/or equestrian insurance is at <http://www.sca.org/docs/pdf/insurancecert.pdf>. There is no form, just a list of information they need and how to pay for the certificates.

Basic information needed for insurance to be pulled for a Kingdom Event is in Appendix C.

## Spreadsheets

Using spreadsheets is a great way to track what needs to get done (see appendix A) and for keeping track of your event schedule. It also allows you to see if you have double booked or have gaps in coverage for the event staff.

Remember to leave extra time between tournaments and other major events on the schedule because things can and will run long. If not, no one will fault you for a few extra minutes to chat and be social.

## Special Activities:

There are a lot of special activities that Event Stewards have to deal with when it comes to making schedules. These include combat, archery, meetings, and elevations to name a few. Here is some advice on how to plan for these events.

### Combat events – Things to know:

- a. For Tournaments:
- b. At Kingdom Level, This Falls under The Kingdom Earl Marshal's Responsibilities**
  - i. List set up – For Trimaris The Kingdom Earl Marshal sets up the list field especially for Crown Lyst. However, remember to grab the marshal sticks, ropes, and stakes from the kingdom storeroom.
  - ii. How much room do they need – is it one field for both Rapier and Heavy or are they fighting in two separate places?
  - iii. How much space do you need for spectators and pavilions? Again, for Crown Lyst this is handled by the Earl Marshal and his crew. For regular tournaments this is something to keep in mind. Also does the Crown want to have a pavilion set up lyst side?
  - iv. Is there water or a place for fighter support to set up nearby. People have to drink, or they fall out and you have to do paperwork (try not to have to do paperwork!!)
  - v. Will combat archery be allowed? Remember at Kingdom Level, This Falls under The Kingdom Archery Marshals Responsibilities.
    1. How much netting do you need?
    2. How much space is needed?
    3. Do you have a Combat Archery Marshal? If not talk to the Kingdom Combat Archery Marshal.



Archery (not combat archery)– They need lots of space

This Falls under The Kingdom Kingdom's Archery Marshals Responsibilities:

- c. How big does the field need to be?
- d. How much space is needed on the sides for safety?
- e. Are Crossbows going to be used on the target archery field?
- f. Is there a royal round?
- g. Is there a special shoot?
- h. If you don't know the answer to the above questions, then reach out to the Kingdom Archery Marshal.
- i. You need to bring the Archery targets, the stands, water jugs, tables, and popups from the Storeroom for the archery field.

Equestrian - Horses are fun, big, and needs lots of space, and special considerations.

This Falls under The Kingdom Kingdom's Equestrian Marshal's Responsibilities:

- j. Are horses allowed on site? Check with the site.
- k. If they are allowed, then you need
  - i. Special insurance
  - ii. Equestrian waivers
- l. You need to know how much space they need for their events and storage.
- m. You need to make sure they have access to water.
- n. What about horse waste clean-up and disposal? Who is responsible for that?
- o. If being used in procession is the path marked and the populace informed?
- p. What is the evacuation plan in case of an adverse event?

## IX. Preregistration

A.. Populace - In Trimar, we have an online system for doing pre-registration. You need to submit your event flyer to the e-pay deputy and let them know when you want to open e-pay. Usually it is as soon as possible and have it close about a week before the event starts.

Remind your reservations steward to keep checking in with the e-pay deputy to keep track of bed and feast sales. This is important so you know what you have left on site and for planning who sleeps where. (overselling beds gets nasty quick...)

B. Merchants - Merchants in Trimar are handled at kingdom events by the Kingdom Merchant Liaison. At local events it is the event steward's responsibility, so on your staff assign a Merchant Liaison.

Things to know:

- a. How much is the merchanting fee?
- b. Where are the merchants going to be located?
- c. Is there power available?
- d. Is there internet or Wi-Fi available?

C. Horses – Horses need to be cleared by the Event Steward so that the special insurance can be pulled and to make sure that they are allowed on site. **NO HORSES SHOULD BE ALLOWED TO JUST SHOW UP WITHOUT CHECKING FIRST!**

## VIII. Publication – Get your event out there!!!

When you begin to plan your event, you will need to create a flyer about your event. The flyer is important because it must be submitted to several people for approval and it should contain the needed information about your event.

### Who needs it

- a. Kingdom Seneschal – To approve the event
- b. Kingdom Chronicler – To get it in Talewinds
- c. Kingdom Calendar Deputy-To Have it added to the Event Calendar on the Website
- d. Kingdom EPay Deputy – To turn on your E-Pay
- e. Kingdom Webminister – To link to your website and Kingdom Calendar

### What needs to be on it:

- f. Name of the event\*
- g. Date and Time of the event\*
- h. Location of the event\*
- i. Event type
- j. Event steward's SCA Name (including honorifics) Mundane Name, phone, email address (Physical Address is optional)
- k. Reservations steward's SCA Name (including honorifics) Mundane Name, phone, email address (Physical Address is optional)
- l. Feast steward's SCA Name (including honorifics) Mundane Name, phone, email address (Physical Address is optional)
- m. Site Fees
- n. Feast fee (if there is a feast, not required)
- o. Camping/cabin fees
- p. Link to website is **BEST**, but not required
- q. Sponsoring Group\*

\*Needed for the Calendar Deputy to get event on the schedule.

## X. The Internet and Social Media

The Internet – is really really great.. sometimes

Your First Priority is getting your date and event on the calendar as this increases interest and lets people plan to make the event as far in advance as possible!

- a. Make sure you have a website of some kind
  - i. Have a main page that describes the event.
  - ii. Have a reservations page with reservation information on it.
  - iii. Have a feast page that has the feast menu on it.
  - iv. Have a events page that describes the events going on at the event.
  - v. Have a schedule (preferably in PDF format that can be displayed and downloaded).
  - vi. Site Map page.
- b. It can Say TBD till you have the details so don't panic

- c. There are a lot of free sites that will let you do webpages and have templates to help so don't panic if you are web page challenged. It is also recommended that you designate a Staff Member for the Web-Site.

### Social Media – Can be great or a Time Sink!

- d. It is recommended but not required that you create an event on social media (at the time of this writing Facebook is the current major social media site). This allows you to communicate information quickly to the populace and to answer questions as well about the site and the event. It is also recommended that you post the link to your event to Trimaris Populace Facebook group as well so that your event will be seen by a majority of the kingdom. Then monitor both groups for questions and updates and post updates to both Trimaris Populace and the event page to keep the populace excited about your event.

## XI, Contact List – who to contact for everything

Keep a spreadsheet or notebook with the list of all of the contact information you need to know.

- a. Your staff's information including cell phone numbers
- b. Kingdom Seneschal's contact information
- c. Towing Company (for dead batteries and stuck cars)
- d. Crown's Royal Coordinator contact information including cell phone.
- e. Kingdom constable's information
- f. Kingdom communication officer's information
- g. Site's contact information – in case there is a problem with the site or facilities.

## XII. Officers

There are a lot of officers in Trimaris which makes it easy to find the person in charge of a particular aspect of the SCA and where to get help for your event.

### People you need to talk to:

- a. Kingdom Seneschal – they sign off on the site
- b. Calendar Deputy to make sure your event is listed on The Kingdom Calendar
- c. Earl Marshal – For setting up Heavy combat tournaments
- d. Rapier Marshal – for setting up rapier tournaments
- e. Youth Marshal – for setting up youth tournaments
- f. Exchequer – to provide the funds for the event
- g. Epay Deputy – to get epay established
- h. Webminister – to get the event on the Kingdom Calendar and linked to the Kingdom site
- i. Herald – to coordinate site criers.
- j. Baronial /Kingdom Chatelaine Gold Key- to see if any Gold Key (loaner garb) would be available and to teach The Newcomer's Class, these should happen at every event.
- k. Minister of Arts & Sciences For setting up the Expo's, Displays & Classes.

- I. If you don't know how those people are there is a list of officers on the Kingdom Website at Trimaris.org

### XIII. Communication – It's a thing so do it well and politely!

One of the biggest things that can go wrong with an event is poor communication. As the Event Steward you need to be focused on communication and even over communication. Remember that this is a volunteer organization so remember to say 'Please' and 'Thank you'. And stay in touch ... don't assume that it's going to be handled by xyz officer talk to them and verify it.

- A. Event Deputy Stewards – these wonderful people are not there to steal your thunder they are there to help you succeed. They are there so that you can get dressed, shower, and help you bring the dream to life. Having a deputy means you don't have to be locked to the radio 24x7 you can switch off and share information with someone else. As the Event Steward you often will be working with a Deputy that has not done a Kingdom or Baronial event. If that is the case then your job is to mentor them, If they have done the level of Event your running and You haven't then listen to their advice. If you both have experience doing the event at the same level, then work together to make it an awesome event and make sure they are someone you can enjoy working with because events can frazzle even the most even tempered of people's nerves.
- B. Exchequer – You need to keep them happy to do this know the following information:
  - a. Know what the financial policies are. If you don't know talk to them and they can help you out.
  - b. NCR forms, if needed, can be requested from the NCR Forms Deputy. **Note: NCR Forms are not required to do an event, many Registrations run differently, this can be based on your preference as Event Steward.**
  - c. Check request forms (can be found online under the officers, exchequers page at the bottom).
  - d. Keep your receipts
  - e. Know the refund policy. And know who people need to talk to about refunds and share that information with your Reservations steward.

### XIV. Gate – The First people you see on site

Gate is often a thankless job. It is often overlooked till the last minute and the people out there get every little appreciation. The gate crew handles the NCR forms, if used, and the parking forms, answers parking questions, and tries to do it with a smile. . Also keep in mind that Gate & Event Registration do not need to be separated and in some places and given the weather in Trimaris keeping everyone in dry places is very welcome indeed. **Again, remember that NCR Forms are not required to do an event, many Registrations run differently, this can be based on your preference as Event Steward.**

So, to help them out, do the following:

Bring the gate box from the kingdom storage (if you forget this one you're going back for it .. so don't forget it!!

- A. Bring the Gate popup or pavilion

- B. Bring a few extra lost and found chairs for them to sit on
- C. Bring the gate table
- D. Bring lanterns and bug spray (it gets dark and the bugs get bitey)
- E. Make sure they get fed. If there are people at your gate during breakfast and lunch and travelers fare make sure they get something to eat... even if you need to cover for them.
- F. Make sure you grab extra pens just in case.
- G. Bring duct tape
- H. Get with the constable to answer parking questions
- I. Make sure they understand the parking form and who needs to fill it out
- J. Print 400 copies (literally) of the parking form. (Appendix B)

## XV. Reservations – Checking people in

Reservations are the people who get everyone checked in and get the beds and feast dealt with. Be kind to them as they are often understaffed and dealing with technology that does not work when they need it to.

- A. Reservations needs a spreadsheet of who has pre-reserved for the event.
- B. The Reservation Steward will request a cash advance & provide a cash till for reservations to let them make change usually 200.00 is used mostly in 1, 5, and 10-dollar bills. Make sure you can sell anything on site some sites prohibit the handling of money on while there in which case they must pay online or not be allowed in.
- C. Proof of membership must be visually seen by the reservations staff for the member discount is allowed.
- D. Be ready to handle bed and cabin issues. This happens occasionally with people not being in the right location to sleep. Recommend that the reservation crat send out or post a list of who is in what bed in what cabin. Have a list **POSTED** at the reservations check in table.
- E. Make sure that the feast and site tokens are there to be handed out.
- F. Try to get the Wi-fi password.
- G. Make sure that the people handling the cash have access to the epay credit/debit card reader and account. (check with the exchequer and epay deputy).
- H. Make sure they have a place to put the NCR forms, if used.

## XVI. Volunteers – you need them!!!

Know who is going to be on the early on list. Know who is helping with what. And know where you need help. Be flexible with people who offer to help. Sometime people get tied up with other things and are late or do not show. Do not take it personal. Remember, we are a volunteer organization. Here are some things that will need volunteers

### The short but not complete list of things that need volunteers

- a. Set up
- b. Tear down
- c. Lyst field set up: (at kingdom level) Earl Marshal Should appoint someone. (At baronial level) have the Marshal in Charge appoint people.
- d. Sanitation

- e. Parking
- f. Water bearing/fighter support
- g. Kitchen staff Feast Steward Should appoint a staff prior to the event, but extra volunteers are great.
- h. Volunteer lunch staff If you have a Fundraiser lunch it is necessary to post where that money will be allocated. It is **ALSO** a good Idea to ask The Crown what type of Fundraiser is needed.
- i. Site heralds
- j. People to set up tables and chairs
- k. People to put back the tables and chairs
- l. Decorating the feast hall
- m. Additional constables
- n. Reservation staff
- o. Gate staff

#### How to get people to help:

- p. Be nice
- q. Write down who helped with what and then recommend those people who have served to their Barons and Baronesses, Seneschals, and if they have assisted multiple times consider them for an award recommendation.
- r. Say, 'Thank You' in person.
- s. For your crats a small gift is nice.
- t. Make sure that people get breaks or have drinks/food brought to them.
- u. Don't be afraid to help them out.

## XVII. Care and Feeding of the Event Steward

Remember that no matter how well you plan an event... things come up and things happen. So, take a deep breath and get ready for the fun and trust in your staff to do the right things and make sure if they need you that you are happy to help without getting mad at them. There are also some things you need to do as the Event Steward.

- A. Delegate – It is your responsibility to designate staff and oversee those volunteers.
- B. Don't panic – No matter what happens don't panic. There will be time to freak out in private later but just be professional and relaxed no matter the situation. Remember it's not personal it's just what it is.
- C. Venting – you will need to vent ... don't do it in public or over the radio. Find a nice quiet spot and then vent or talk to a friend or your peer to give you a chance to get it out ... if nothing else walk out to your car, go off radio (and turn it off) then vent till your heart is content... Then turn your radio back on and go back to the event. This is also where having a co-Event Steward or Event Deputy can come in handy. ***Maintain control of your actions and words, You are the "Leader" of the event-Act and comport yourself as such.***
- D. Eat and Drink – you will forget to do both. Have someone keep an eye on you as well to remind you to eat, drink, and bathroom. Almost nothing is so important it can't wait for you to grab a drink of water or a snack if you need to. If it is, then do it as soon as it is done. You don't want to fill out paperwork on yourself.

- E. Sunscreen and bug spray – use it .. you’re probably going to be out in the elements more than you usually are so don’t end up with a ton of bites or a bad sunburn. That is not what you need when you are taking down the site.
- F. Ask question – don’t be afraid to get advice from others. Sometimes you just get something you have no idea on what to do .. **Ask someone with experience.**
- G. Event Binder – make one. Keep the contact information handy (you can even do this on your phone or print it out). Keep site information handy, keep a copy of the schedule with you at all times, and evacuation plans.
- H. Your Event haversack – This bag as things you may need as the event steward so keep it close by!
  - a. Duct tape
  - b. Pen
  - c. Sharpie
  - d. Painters Tape
  - e. Cell phone
  - f. Band-aids
  - g. Cup
  - h. Energy bars
  - i. Asprin/advil
  - j. Sunscreen
  - k. Screwdriver (Philips and regular)
  - l. Pocket knife
  - m. Spare power cord for charging your phone
  - n. Battery pack for phone charging
  - o. Small notepad
  - p. Thank you tokens (make some as this is really appreciated and make a lot because you hopefully will have a lot of volunteers!!)

## XVIII. Saying Thank You – No you cannot say it enough!

As the Event steward you will be expected to say thank you lots of times. Sometimes it’s a hug, sometimes it’s a handshake, sometimes, it’s a gift of food or a trinket. But always say thank you. It’s a great idea and it makes people happy. It also increases the chance that people will help you with your next event.

Remember to thank everyone in court who helped with the event. Call out your staff and promote your feast crat (remember they have been cooking all day and should be recognized for their hard work as well). Consider asking anyone who volunteered to stand up to let them know that you appreciate their help as well.

## XIX. The postmortem - thank your lucky stars it is over – for this time!

There are a lot of things that happen at the event good and bad and all are opportunities to learn something. If you are smart you will reach out to our staff and find out what worked and what did not work for each of them (it’s also a great way for you to thank them one more time). You should also have been taking notes in your notebook on what worked and what did not work. Learn from that and

make notes based on the feedback. Not every event goes smooth and sometimes it's a painful process but don't let that keep you from trying again. Just make sure you learn from the process and be willing to share your experience with others.. Kind of like I am doing now with you.

So GOOD LUCK AND MAY FORTUNE FIND FAVOR IN YOUR ENDEVORS!!



## Appendix A – Checklist

### Kingdom Event task list

	Name	Completed	Date Completed
Select Event			
Select a Theme			
Select Event Steward			
select co-Steward if needed			
select Reservations Steward			
Select Marshal in charge			
Select Sanitation Steward			
select Gate Steward			
Decide how many feasts you want to sell			
Decide how much seed money you need for supplies			
Submit bid			
Bid Accepted			
<b>12 months out</b>			
Create Flyer and submit to kingdom seneschal			
Send flyer to EPAY			
Contact The Crown and find out what their crown list rules are if needed			
Identify last year's champions and get them and The Crown to determine what kind of list they want to run			
Minister of A&S Should Contact You about any Expo's Displays, Classes			
Have Class Steward start looking for teachers			
Start working on schedule of the event			
<b>6 months before event</b>			

Make sure you put "Fundraiser lunch is for" whoever on both flyers and website

Create website

Send website link to kingdom webminister at calendar@trimaris.org

Submit feast menu to Royals

Submit rough schedule to The Crown: **Primarily Royals only want things they approve on the schedule so check with them before adding stuff after submitting the schedule. Schedules should not include personal line items (unless approved by The Crown) ESPECIALLY not against Kingdom scheduled items, These personal items are usually covered with an invitation.**

<b>45 days before event</b>			
Get insurance pulled			
<b>30 days before</b>			
Site tokens done			
Feast tokens done			
Feast menu done and approved by royals			
Schedule approved by royals			
Get NCR forms <b>(if necessary)</b>			
<b>2 weeks before event</b>			
Make sure chairs and tables are ordered.			
<b>1 week before event</b>			
Get with kingdom communications deputy to get radios charged and make sure that they will be at the event .. If not go pick them up or make arrangements to get them to site			
<b>Day of the event</b>			

<b>Bring extra trash bags (contractor bags)</b>			
<b>Go to Haines City and get kingdom stuff from storeroom</b>			
<b>Bring stuff to site</b>			
<b>Walk the site</b>			
<b>Get the keys and stuff unlocked</b>			
<b>Drop off gate stuff</b>			
<b>Drop off list field stuff</b>			
<b>Drop off archery stuff</b>			
<b>Drop off dishes for feast crat</b>			
<b>Get rez set up</b>			
<b>Get gate set up</b>			
<b>Get signs and schedules on cabins</b>			
<b>Make sure that all cabins have trash bags, toilet paper, and paper towels</b>			
<b>Make sure that a radio is given to rez</b>			
<b>Make sure that a radio is given to gate</b>			
<b>Make sure that a radio is given to kitchen</b>			
<b>Make sure that a radio is given to constable</b>			
<b>Make sure that a radio is given to Kingdom Seneschal</b>			
<b>Count the tables and chairs that were dropped off</b>			
<b>Get buildings unlocked</b>			
<b>Get chairs and tables into peerage meeting building</b>			
<b>During the Event</b>			

<b>Court card for the tournament winners and to thank the staff and to talk about feast and post feast activities</b>			
<b>Keep track of people who helped during the event - will be nice to acknowledge them on Facebook after event and for award recommendations if someone went above and beyond</b>			
<b>Make sure your rez and gate crew get fed lunch and breakfast</b>			
<b>Make sure Sanitation runs are happening every few hours</b>			
<b>Post event</b>			
<b>Site walk</b>			
<b>check all cabins and lodges for left behind stuff and that all trash is out of them</b>			
<b>Final trash run</b>			
<b>Lost and found pictures taken and sent to <a href="mailto:lostandfound@trimaris.org">lostandfound@trimaris.org</a> if the Lost and found officer is not on site</b>			
<b>Load up the kitchen</b>			
<b>Load up the stuff</b>			
<b>Get Chairs and tables back from peerage meeting buildings</b>			
<b>Count tables and chairs that were delivered to make sure they are all there for pickup</b>			

<b>Wait till everyone is off site then do final walk with the camp</b>			
<b>Drive stuff back to Haines City storeroom</b>			
<b>Put it all away in the required places</b>			
<b>Lock up the storeroom</b>			
<b>Notify the Kingdom Seneschal that you are finished.</b>			
<b>Make sure all staff check in that they are home safe. Follow up if you don't hear anything.</b>			
<b>Day after the Event</b>			
<b>Send a Thank you post to everyone who helped at the event (this is a nice thing to do)</b>			

## Appendix B – Check Request Form



### Kingdom of Trimaris CHECK REQUEST

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

Please Issue Check To (Mundane Name): \_\_\_\_\_

Address: \_\_\_\_\_

What is check for? \_\_\_\_\_

Requested By - Mundane Name? \_\_\_\_\_

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

TOTAL CHECK AMOUNT
\$

RECEIPT DATE	PURCHASE DESCRIPTION	EXPENSES CATEGORY					TOTAL
		POSTAGE	PRINTING	SUPPLIES	FOOD	OTHER	
TOTAL AMOUNT:							

NON-RECEIPT ITEMS:	
ITEM	AMOUNT
FOOD	_____
AUTOCRAT	_____
SITE FEES	_____
CHANGE BANK	_____
TOTAL AMOUNT: _____	

Refund of Site Fees: Please explain below and attach documentation. Exchequer will determine amount of refund due.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUIRED	<p> <b>Seneschal Signature</b> Date: ___/___/___</p> <p>Mundane Name: _____</p> <p>SCA Name: _____</p>
OVER \$100	<p> <b>Exchequer Signature</b> Date: ___/___/___</p> <p>Mundane Name: _____</p> <p>SCA Name: _____</p>
OVER \$100	<p> <b>King Signature</b> Date: ___/___/___</p> <p>Mundane Name: _____</p> <p>SCA Name: _____</p>
— OR —	
OVER \$100	<p> <b>Queen Signature</b> Date: ___/___/___</p> <p>Mundane Name: _____</p> <p>SCA Name: _____</p>

EXCHEQUER USE ONLY	
Check Number: _____	<input type="radio"/> Mgmt/General
Date Paid: _____	<input type="radio"/> Program Services
Amount: _____	<input type="radio"/> Fundraiser

★★★ ATTACH RECEIPTS TO THIS REQUEST ★★★

(Receipts over 6 months old will not be reimbursed)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix C – Insurance information

You will need the bolded information and send that to the Kingdom Seneschal in order for your insurance to get pulled for your event.

**Name of Event:** Trimaris spring Coronation

**Group Sponsoring Event or Practice:** Kingdom of Trimaris

**Group Contact Person and Daytime Phone Number:** Sherman Moody

**Insurance Type:** General Liability and Golf Cart

**Fax Number for the Site** – None in contract – Please Email [jonathan@retreatsbythelake.com](mailto:jonathan@retreatsbythelake.com)

**Routing Name for Fax** – Jonathan Ferrer, General Manager

**Certificate Holder's Name & Address** – Retreats By the Lake at Camp Llanada 2819 Tiger Lake Road  
Lake Wales, FL 33898

**Additional Insured** – Retreats By the Lake at Camp Llanada

**Name & Physical address of the site:** Retreats By the Lake at Camp Llanada 2819 Tiger Lake Road  
Lake Wales, FL 33898

**Beginning and ending DATES & TIMES of the event:** 10:00 am April 3 2020 through 2:00 pm April 5  
2020

**Event Coordinator: Membership Number:** 206398 expires 2/28/2021

**Event coordinator Phone number and Physical Address:** Sherman Moody 813-727-6732 39A  
Providence Ln Palm Coast FL 32164

**Event coordinator Email address:** [Sherman.moody@gmail.com](mailto:Sherman.moody@gmail.com)