

# Art-Sci EXPO Deputy Onboarding Training

## Participants – A “How-To” Enter Trimaris Art-Sci Expositions

### What Is the Trimaris Art-Sci Expo?

The Kingdom Art-Sci Expo is a teaching experience that highlights the skills and knowledge of our kingdom’s growing artisans. Its mission is to promote hands-on pre-17th century learning with how-to education applicable to the pursuits of the SCA.

### Who Manages the Expos:

The Kingdom Art-Sci Expo is an initiative administered by the Kingdom Art-Sci Expo Deputy(s) under the auspices of the Kingdom Art-Sci Officer.

### Who Can Participate?

ANYONE! Open to all levels. Absolutely no previous experience required to get started.

### What Does the Expo Entail?

The Expo typically includes a Collegium (a multi-tracked class itinerary), static teaching displays, and, ideally, living history demonstrations/mentorship (forging, glass blowing, weaving, etc.).

Many Expos have themes; however, these serve more as guidelines and all entries are typically welcome.

**Themes** can vary from time periods spans, to seasons, to courtly virtues, to “Things useful on a Viking voyage...”. Whatever the theme, have fun with it, and should entries fall outside said topic, roll with and encourage it.

When possible, **open displays of recent or in-progress projects** are also a fantastic addition, and really help to fill in a hall. Keep in mind, so often our artisans toil at home or fear the “paperwork” of Art-Sci. Open displays are a great way to get your foot in the door and show off your hard work.

### Expo Classes:

Like any other class, the topic must be pre-17<sup>th</sup> century. While hands on arts are prioritized, any topic is welcome. Classes have included marshal combat, history of warfare, candle making, calligraphy, performance, perfume making, fabric arts, and so much more.

### Expo Living History Exhibits:

This can be a blacksmith setting up a forge (be sure you get permission from the fire marshals/site/staff). This can be a glass blower, doing the thing. This could be a sewing circle. This could be a page’s school leather working 101 station. This could be a chainmail making informative and practical. Opportunities abound – but think, “If I were an artisan in pre-17<sup>th</sup> Century times, what would my ‘workshop’ look like, and what might I be doing” – and how can that ‘artisan’ teach that trade to passersby’s.

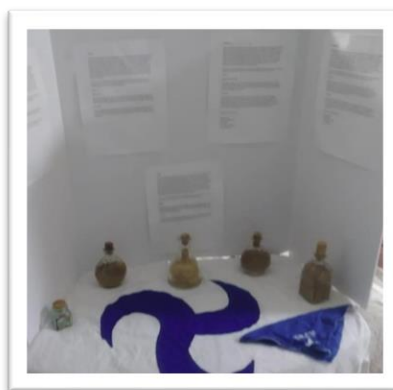


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## Examples of Static Learning Display/Teaching Board:

Some of more visual – designed to draw in the onlooker. Others are information heavy – designed to share as much knowledge as possible. Some stress the senses in smell, touch, or taste. Some allow for hands on recreation at the table. You are limited only by your imagination and OSHA Compliance regulations.

Here are examples of past displays to get your creative brain juices flowing. Think “Museum Display” or even “Science Fair”. Mediums may include cardboard, contact paper, poster or foam board, wood, metal, glass – construction paper – if you are scrap booker, you got this! 3-D. 2-D. Standing. Flat. Be creative! Feeling unsure or like you might like help? Contact the Expo Deputies via [Expo@Trimaris.org](mailto:Expo@Trimaris.org); eager to support you!



**REALLY COOL RESULT OF TEACHING/STATIC BOARDS!!!:**  
Did you know that Static Teaching boards are **PERFECT** for **setting up Medieval Informative displays at your group's next Demo**? That's right folks! Looking for new membership? These are beautiful, useful creations, that if cared for can be used for YEARS in a myriad of venues.

## How Do I Enter?

Watch for Pre-Kingdom Event announcements on Trimaris Populace FB or contact the Expo Deputies today. To stay up to date on all things “Expo”, join the Trimaris Art-Sci Expo FB Page: <https://www.facebook.com/groups/TriArtSciExpo>.

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## Deputies – Art-Sci Expo Checklist and Standard Operating Procedures (SOP)

The root mission of the Kingdom Art-Sci Expos are to drive excitement and learning on the Art-Sci scene. Though each is unique, for constancy, consider these general guideline/reminders:

- **ASAP - Check with Event Steward and the Crown for preferred day and location** (for multi-day events). Sunday's are great, as the day is typically a little less full and allows artisans not to have to rush to set up their displays right when they hit sight at the beginning of said event's festivities. But either day will do. Check back frequently to manage time conflicts as the event schedule develops.
- **Choose and advertise a theme and request teachers.** Once you get 1- 3 months prior to event, shoot out an event update every 2 weeks +/- . Consider a Facebook event and or post to:
  - Trimaris Populace      Trimaris Arts and Sciences      Trimaris Laurels
  - Trimaris Performers      Laurel's list Email group      Baronial Lists
- Currently available, the Trimarian Arts-Sci Expo Facebook Group Page:
  - <https://www.facebook.com/groups/TriArtSciExpo>
- **Proactively reach out to specific teachers if specific classes are desired** (Laurels like invites). Be sure to touch base with teachers a month and then a week out to ensure you keep on top of any schedule changes.
- **Create schedule in google docs** for team editing use and historical reference; trust me, this becomes useful especially if using the referenced excel in the kingdom Art-Sci google docs as it will let you know who to praise and who to ask again as applicable opportunities arise in the future. Be sure to **keep schedule conflicts in mind** (Tournaments, teachers teaching multiple classes, how close the penny whistle class is to everything else... etc.).
- **Consider having the autocrat link schedule** to an expo page on the event website - include updated schedules. The "What" is more important than the "When" given the latter changes close to the event's date and too many updates can frustrate people.
- **Send schedule to teachers** for any needed changes 1-2 weeks before event
- **Day of the event, set up the Hall**
- **Arrange hall** to encompass applicable activities for the Expo (some may have classes, others crafting circles, some static displays, etc.)
- **Post schedules** at entrances and exits for easy reference
- **Label tables for teachers/classes** - Make it easy to ensure at-a-glance the student and teacher are in the right place. Check in on teachers as the day progresses.
- **Place signage at Reservations+ and hang any banners. Be mindful of streamlining set-up/break-down efficiency**, but remember, **aesthetics matter!**
  - Cover tables as possible - the more medieval the vibe, the greater the inspiration to the populace who come to view the fine works of our artisans

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- **During the event, put in a court card** to advertise for the next event's Expo and highlight the successes (entry count, perhaps) of that event's Expo. Be exuberant. Passion is contagious. The more we shout out, the more people's curiosity is piqued. That is when people tiptoe out of their comfort zone and break that, "Art-Sci/Expo? What's that?" introduction barrier.
- **Thank teachers during/after event** (the deputy may procure "goody bags" - see Kingdom Art-Sci Officer for details on an "artistic grant"). Consider writing award recs for frequent teachers, or letters of praise to their local group's Baron(ess).
- Follow up with any pertinent data; **report to the Kingdom Art-Sci Officer**. Review successes, opportunities for improvement, feedback garnered from populace, and dreams for the next Expo.

Remember - This S.O.P. (Standard Operating Procedures) overview is only relevant until it is not. Do. Learn. Evolve. Make it Your Own. Be Flexible. Think Outside the Box. Inspire. Be Inspired. Do this, and the Expo will have served its purpose and helped to develop a mentoring/learning/ever evolving Art-Sci culture in our beloved Kingdom.

## Deputies: Inventory Transparency and Turnover

The Expo Deputy is currently responsible for the following Office Holdings:

- Blue Table Cloths
- Tabletop Sign Holders
- 3 Clip Boards
- One Large painted banner (canvas)
- One small dyed banner (silk)
- 6 Table top sign holders
- 1 Art Sci Blue Box to hold it all