

The Autocrat's Handbook

Third Edition

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Modified with permission for Fontaine dans Sable

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1. Introduction

With this booklet, an autocrat can begin running events quickly and easily. Enclosed you will find the following reference sheets and forms, which may prove useful when running an event. Many of these forms are specific to the Outlands or the Barony of Fontaine dans Sable, but can be modified for use elsewhere.

- ❖ Event Budget
- ❖ Event Article Checklist
- ❖ Post Event Report Form
- ❖ Request for Funds Form
- ❖ Sample Gate and Price Sheets
- ❖ Site Information Form

2. Getting Started

Event Planning Meetings

There is one event planning meeting annually in Fontaine dans Sable in September. This meeting is to plan events for that will occur during the following year. If you would like to plan further ahead than this, events can be considered up to a year and a half in advance. If you have an event proposal or bid, please come and discuss it at the planning meeting. If you have a particular date in mind, the best way to ensure that you will get it is to be at the event planning meeting. At the meeting, you can get your paperwork signed and submitted immediately, saving time and hassle later.

Populace Meetings

Your event should be discussed at a populace meeting if you can not attend the event planning meeting. Be certain to have the event approved prior to setting the date or reserving a site. Once an event is scheduled, you, the autocrat, or your representative, should attend the three populace meetings prior to the event. This is to allow time for all of the relevant paperwork to be completed, and to keep the officers informed on the progress being made on the event. Then you or your representative should be prepared to give an overview of how the plans are proceeding. Attending populace meetings also allows you to spread the word that volunteers are needed; speak with officers; and to solicit advice from people who may have experienced similar difficulties running events. The populace meeting is your one stop resource to get some of the basic questions and problems answered quickly.

A.

Coordinators

Large events consist of many small details. It can become too much for a single autocrat to handle. Coordinators can have responsibilities delegated for different portions of the event such as the fighting, serving or crash space. The coordinators can handle the details of running the fighting, classes, feast, camping, or anything else that may take lots of time to plan and coordinate or manage during the actual event. The main autocrat can then be free to manage the overall event including the basic schedule, the paperwork, the advertising and the finances. While many of these aspects can also be

delegated, it is ultimately the responsibility of the main autocrat to ensure that the proper paperwork is filed and that the finances are properly handled. It is a good idea, particularly for larger events, to have a Co-autocrat who can work with you to make the job easier on both of you. This will allow inexperienced people to learn first hand how to plan and run an event. It will also provide you, as autocrat, with someone who is aware of the details of the overall plan for the event and can act as back-up should an emergency arise.

Membership

By Corpora, the autocrat of an event must be a member in good standing of the Society for Creative Anachronism, Inc. While it is a good idea to have members in-charge of other aspects of the event, this does not require that everyone involved in planning and running an event be a member. This requirement is due to the fact that the autocrat will be one of the official representatives of the SCA, Inc., on site during the event. The kingdom or local seneschal, if present, will also be an official representative of the SCA, Inc., on site. This requirement is not as ominous as it sounds. Just keep it in mind.

3. Scheduling and Advertising

Kingdom Calendar

Kingdom and Outlandish Herald policy generally permit groups to publish only one event per month on the Kingdom Planning Calendar and in the Outlandish Herald. While each group may have more than one event in a given month, only one event can have an article published in the Kingdom newsletter and a date reserved on the Kingdom Planning Calendar. The other events may be published in local group newsletters but will not be able to "reserve" the date on the Kingdom Calendar or publish in the Kingdom Newsletter. This does not

prohibit publication of two events when the group is hosting one kingdom event, such as Coronation, and one local event in the same month. In that case, both articles may be published in the Outlandish Herald. The primary reasons for this restriction are to save money on the kingdom newsletter and to allow all groups to have a chance to hold events without conflicts. The baronies, colleges, cantons, shires, etc., all count as individual groups even if they share regions or overlap in zip codes. Exceptions to this policy have

been made in the past when space and circumstances warranted. If you need more information, contact the Kingdom Chronicler.

Event Articles

The Event Article is one of your most important resources for informing people about your event. Keep in mind that your article must be received by the Kingdom Chronicler no later than the 1st of the preceding month to be published in a specific issue of the Outlandish Herald. This means that articles published in the April newsletter must arrive, with signed event form, in the office of the Deputy Kingdom Seneschal and the Kingdom Chronicler no later than March 1. This deadline is subject to change without notice at the discretion of the Kingdom Chronicler. Check the kingdom newsletter for the current deadline.

Event announcements sent to the Kingdom Chronicler for publication in the Outlandish Herald must be:

- ❖ Accompanied by a complete Event Registration form.

- ❖ Checked for completeness and accuracy by the Seneschal of the sponsoring group.

- ❖ Written in a way that presents the Society in a good light.

- ❖ A complete announcement. The Kingdom chronicler is willing to assist with articles, but will not write it for you. Draft outlines or incomplete articles will not be published.

A complete Event Announcement for publication must include:

- ❖ Date of the event (day, month and Common Era year).

- ❖ Times of the event - when the site opens and closes.

- ❖ Name of the sponsoring group.

- ❖ Location of the site (site name, city and state), and WRITTEN directions. Maps are optional.

- ❖ Autocrat information: both SCA and legal names, address, and telephone number.

- ❖ A concise schedule of fees, and if there is a fee, the statement "checks payable to SCA - {Group Name}".

This is a list of suggested items to be included in event articles. While not every item will be needed for every event, those items with an asterisk should be included for every event.

General Information

- Name of Event *
- Date(s) of event *
- Name of Site *
- Address of site *
- Directions to site *
- Map to site
- Mundane and Society Names of Autocrats *
- Phone Numbers of Autocrats *
- Sponsoring Group (for example: Fontaine dans Sable welcomes you to ...) *
- Name and Number to contact for Crash Space
- Information on Children's activities
- Name and Number for Volunteers to contact

Schedule

- Time Site Opens *
- Registration times for Tournaments, Classes, etc. *
- Time Court Begins
- Time Feast Begins
- Time other Scheduled Activities will begin
- Time site closes *

Site Information

- Restrictions such as no Alcohol, no Smoking, no Glass, etc. *
- Availability of Water, Shade, Showers, or other facilities
- Whether or not pets are allowed and if they must be leashed

Financial Information

- Site Fee, Feast Fee, Off-Board Fee (if any) *
- Prices for Children
- Early Reservation Discounts and Deadlines
- Discount for Serving, helping with Cooking or Clean-up

Reservation Deadlines

Name and Phone Number for Reservations *

Send Reservations to

"Event Name" Barony of Fontaine dans Sable

Reeve's Address or Autocrat's Address

Make Checks Payable to SCA Inc., Barony of Fontaine dans Sable *

Feast Information

Feast Menu, including beverages if provided

Person to contact if vegetarians or special diets will be accommodated

If feast is Pot-Luck, indicate what will be provided (i.e. meat)

For a Pot-Luck, indicate how many servings each person should bring

Availability of Off-Board seating & whether reservations must be made

Newsletters, Flyers, E-Mail lists, the Internet and Invitations

Other ways to advertise an event include local newsletters, flyers, e-mail lists, the Internet and Invitations to selected individuals. The event article can be sent to newsletters published by the neighboring groups to spread the word to people who may not receive the kingdom newsletter. The same information that is included in the kingdom newsletter should be provided although some of the publication restrictions may vary. Always check with the chronicler before sending something. They may require a specific format or may be able to take an electronic form rather than print that may save everyone a lot of typing.

Flyers can be a good way to advertise an event at other events or outside of the SCA. For example, if you are hosting a newcomer's event to attract new members, you may attract more people by distributing flyers at the local colleges than the newsletter article will attract. Remember to include mundane names on anything that will be distributed to the public. People are usually more comfortable calling a stranger and asking for "Mr. John Doe" rather than "Sir Unpronounceable Gaelic Name" or "Miss Jane Smith" rather than "The Grand Duchess Lady Wintergreen." Always ask before distributing flyers anywhere. Never place unsolicited flyers on automobiles in parking lots.

Many people have access to e-mail and e-mail lists. This can be a good place to get the word out on any last minute changes or cancellations. Keep a couple of things in mind when sending anything out on an e-mail list. First, consider your audience. People on another continent, or anywhere that's

more than 24 hours drive away, may not be interested in your event announcement. Send your message to your kingdom's e-mail list rather than the Rialto Usenet list. Do not send your message to every Usenet group or every e-mail list to which you have access. Your thoughtfulness will not be appreciated by the people on lists that do not have anything to do with the SCA. Second, remember that not everyone has access to e-mail. Always send the information to the seneschals of the nearby groups or to all of the seneschals in the kingdom if it is a total cancellation and you cannot make a publication deadline before the event. This will allow the word to get out to those who do not have access to e-mail.

The Internet is also a good place to advertise. You can check with the person who maintains your kingdom Web Page or your local page, if there is one, to find out how to place an event article on the Internet. If you do not know who handles this in your area, contact your local chronicler or the kingdom chronicler. The frequency with which these pages are updated varies greatly as well as the amount of exposure your event can receive from an article on the Internet. Do not rely on the Internet for all of your advertising. Consider this a supplement to your advertising.

It can also be a good idea to send personal invitations to Their Majesties and other members of the nobility that you are hoping will attend, i.e. Duke/Duchesses, Count/Countesses, Landed Nobility, etc. These add a personal touch and just might talk them into coming to your event.

4. Sites

How to pick a site

First, consider the activities you are planning, the time of year, and the expected attendance. Are you planning fighting, feasting, classes, etc. List the things you will absolutely need.

For example, you are planning a summer fighting event. You will have a feast prepared partially on site and classes throughout the day and an expected attendance of about 50 people. You will want to consider these qualities when selecting a site:

- ❖ Parking for 30-40 cars that is reasonably close or a drop off area near the site and more distant parking. You should always over estimate the number of vehicles. While a 50 person event held on a college campus may need parking for only 10 cars, it could also require 1 car

per person. Guess at about 75% of your estimated attendance. That way you may be a bit over prepared, but hopefully not too under prepared.

- ❖ A fighting field free of hazards for the type of fighting planned, the type of scenarios planned, etc. War practices may need more room than a simple 2 field round-robin tourney. Will there be fencing, fighting, archery, boffer? Is there shade? Can we set up shade pavilions? Do you need to allow extra open area around the fighting areas for safety?
- ❖ A place to prepare food. Do you need refrigeration, microwaves, stoves, ovens, electric outlets? Is there some place to clean dishes or at least scrape and rinse? Is there access to water?
- ❖ A place to eat the food. Do you require tables and chairs or is this to be more informal? How many people should be arranged per table? How many tables and chairs will be needed? Do you need to accommodate a special ceremony or court activity?
- ❖ A place to hold the classes. Do the classes require tables, chairs, blackboards, electricity, or other specialized facilities? Can the classes be held in shade pavilions or an unused portion of the feast hall?
- ❖ Bathroom facilities are necessary, but the level of facilities may vary. Do you need indoor plumbing or will portable facilities suffice? Are portable facilities practical and affordable or will another type of facility be needed?

If you are considering a winter event with a formal feast, you will probably be needing an indoor site with lots of tables and chairs, adequate parking, cooking facilities, bathrooms and possibly changing facilities. Do you also need to accommodate fighting? Do you need to plan for both an outdoor site and an indoor site in case of inclement weather or will just an outdoor site suffice? Can any additional activities be accommodated in the main room or will additional rooms be needed?

When looking for a site, remember to keep your options open. Do not eliminate a site that did not work for that Winter Festival without considering

the advantages it may offer for your Summer War Practice. Also, do not be so locked into a "traditional" site that you refuse to look for alternatives, especially as a successful event outgrows the "traditional" site. While you may not find anything better, you may also find that perfect site for which everyone has been looking.

Site Contracts

Corpora gives the authority to sign contracts to the President of the Society only! That authority has been delegated to the President's alter ego, the Steward, and to the Steward's line of officers, the Seneschallate. In other words, only the President, the Steward, and the Seneschal, local and kingdom and corporate, can sign contracts for the Society. Seneschals have the authority to delegate the right to sign contracts to autocrats only with prior approval. Do not sign a contract unless you have checked with the Seneschal FIRST. Autocrats must obtain a written contract or agreement when renting a site, but the Seneschal is the only one who can sign it.

- ❖ It should specify the amount, if any, for a deposit, if and when it will be returned, the conditions for its return, etc. (i.e. Is it only to cover potential damage; will they only return it if the site is cleaned up and vacated by the specified time; etc.?)
- ❖ Find out how much the site rental will cost. Is it daily or hourly? Are there sufficient tables and chairs and are they included in the rental cost? Will tables and chairs have to be rented? Many camping sites will charge per person, but some will charge per vehicle or per tent and some have restrictions on numbers of attendants. Be certain you know exactly how the rental rate will be calculated and any restrictions and keep this in mind when setting your site fees.
- ❖ When you reserve a site, ask about all the details you will need to know. How and when you pick up the keys. How and when you pay the fees. Is there extra time for set-up and clean-up? When can we open the site? When must we leave? Ask if there are parking restrictions, additional charges for late return of keys, late closure of the site, trash removal, use of the kitchen, on-site staff who need to be present during our activities, etc. If the site owner asks for proof of insurance, please contact the Seneschal in order to obtain a current copy of the insurance letter.

5. How Do I Handle Money?

Money

Proceeds from an event, if not collected at the site by the Reeve or the Seneschal, are the responsibility of the autocrat. You must give the money from your event and the Gate sheets indicating how much each person paid, to the Reeve as soon as possible, and not more than one week after the event. If it will take longer to get the information together, please contact the reeve to make arrangements.

Reservations for events can be sent to the Reeve at his/her address if the autocrat(s) does not wish to worry about money in advance. If you would like the reeve to receive advance money and reservations, check with them before you publish their address. Then, make certain you place the reeve's name and address in the event announcements as the person to contact for advance reservations and payments. Otherwise, the autocrat should list his/her own address in the announcement. All money received by the autocrat for reservations must be given to the Reeve's office so that accurate records may be kept.

Also, to ensure that accurate records are kept, do not use these advance payments to cover advance expenses. Make sure you turn in advance moneys to the reeve. The reeve will then issue a check to cover the advance expenses. This ensures that you properly account for all event expenses and income. It may seem like a lot of extra work, but it will ensure that the books for the event are accurate. It will allow the reeve to properly report the event's expenses and income to corporate as well. It also provides some protection for you as well. If you carefully account for all moneys and turn them in with all receipts, no unpleasant questions can arise later.

Sample Gate and Price Sheets

This is a sample Gate sheet. It contains the basic information that should be collected at the gate when people arrive. This sheet can be modified to accommodate many circumstances. The top or bottom of each sheet should contain a listing of the various prices so there is no question at the time of the event. The person running the gate and collecting fees will thank you. This is especially important if you have a number of different prices. For instance, if you have a weekend and day-trip price, a feast fee, an off-board fee, a surcharge for non-members or a discount for members, fees based on age, etc. If this is a long list, you will want to print up a separate price sheet

and have a couple of copies clearly posted at the gate. Also, be certain you have a copy of the kingdom and local newsletters that contains the event article. It is not uncommon for the fees to be misprinted or misunderstood. Having a copy of the printed article allows you to be flexible if some question should arise.

Sample Gate Sheet:

Event Name: _____ Date: _____

	SCA Name	Mundane Name	Group	Member (Y/N)	Waiver (Y/N)	Site Fee	Feast Fee	Total Paid
1.	_____	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____	_____	_____

Site: Members:\$ _____ Non-Members:\$ _____ Child 6-12:\$ _____ Child 0-5:\$ _____

Feast: Members:\$ _____ Non-Members:\$ _____ Child 6-12:\$ _____ Child 0-5:\$ _____

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Sample Price Sheet:

Event Name: _____ Date: _____

Site:	Day Trip	Weekend	Family Rate	Other
Members:	\$ _____	\$ _____	\$ _____	\$ _____

Non-Members:	\$ _____	\$ _____	\$ _____	\$ _____
Child 6-12:	\$ _____	\$ _____	\$ _____	\$ _____
Child 0-5:	\$ _____	\$ _____	\$ _____	\$ _____
Royalty:	\$ _____	\$ _____	\$ _____	\$ _____
Other:	\$ _____	\$ _____	\$ _____	\$ _____

Feast:	Lunch	Dinner	Both	Off-board	Volunteers
Members:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Non-Members:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Child 6-12:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Child 0-5:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Royalty:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Insurance

The Society for Creative Anachronism, Inc., maintains a one million dollar insurance policy for SCA-sponsored activities. This is for our benefit, and you **SHOULD NOT** volunteer this information unless specifically asked about insurance. Please follow the Corporate Insurance Guidelines when discussing the issue of insurance with a site owner. If you are not sure what they are or how to handle them, talk with your seneschal. **DO NOT** give the site owner a copy of the guidelines. Remember that the insurance letter is updated at least once per year. If you are requested to provide proof of insurance by a site owner, please contact the Seneschal in order to obtain a current copy of the insurance letter.

If you wish to hold an Equestrian event, you should plan very far in advance. You will need to contact the Seneschal who will need to contact the Corporate Office to have the SCA insurance policy extended to specifically cover the equestrian event and the site. This is mandatory and can be a very lengthy process. It will cost around \$50 to have this extension granted. This charge can not be waived and may vary from year to year depending on the insurance company's policy. Be certain you contact your seneschal to begin the process as soon as possible.

6. Ruling Nobles and Officers

How To Invite The Crown to Your Event

The Crown will frequently attend as many events as they are able, but it is a matter of courtesy to invite them to attend if you really would like them to be at your event. This can be as simple as a phone call saying: "I'm hosting the Arts and Sciences event in Fontaine dans Sable on November 2. Would you be interested in attending?" Make certain you give them the details. You can also get a bit more elaborate. A simple version could be a copy of the event announcement with a note attached saying, "We would love it if you would attend." More elaborate invitations can boast of calligraphy and more artwork than a peerage scroll can be used. The most important thing to remember when inviting nobles is that they are people too. They have lots of commitments and cannot always be everywhere they would like to be. Be gracious in accepting both acceptances and refusals.

If you are really interested in having the Crown attend, consider giving them a discount on their site fee, and if possible on their feast fee. It is often customary to grant the King and Queen, and often the Prince and Princess, free site and feast fees to assist them in their travel and attendance expenses. If the event's budget will allow, a similar offer can be made to Ruling Nobles. This may not sway a noble who cannot attend due to a scheduling conflict, but may often be the deciding factor in attending an event during that time between paydays when everything is tight. This does not mean that you need to offer free site fees to the entire royal entourage. If it is a small group and the cost is insignificant, you can make the offer. If it is a large group, be practical. Few people will be offended as we are all accustomed to paying our own way. Either way, be certain that you tactfully let the Noble know just who will be receiving the free fees and who may be offered a discount or will still need to pay full price. Something simple such as: "Your Majesty, I'd be honored to have the event cover the cost of your site and feast fee as well as Her Majesty's. Please understand, that we are a small group and can not extend this offer to your entire entourage. We would be happy to offer a \$1 discount off the site fee to no more than 6 members of your entourage."

Once you have received acceptance from the Crown, or even a tentative acceptance, you will need to plan for them. They may wish to hold court. Ask them in advance and coordinate with their herald if possible. You may not get a firm commitment to hold court. Check with their herald to learn when their favorite time to hold court is and how long their average court runs. Then plan a gap in your schedule to accommodate a court. If it does not

happen, you are a bit ahead of schedule. That's often a good thing. The extra time in the schedule will not go to waste.

If they are traveling from any distance, inquire if they will need a hotel or crash space and for how many. You may simply be able to give them contact information to plan their own schedules or you may need to make reservations. Be prepared with the phone numbers and addresses of some nearby, reasonably priced hotels. Also, the phone numbers of those gentles who are willing to offer space in their homes can be useful.

If there is a feast, ask how many places will need to be reserved at head table. Some nobles will wish a specific number. Some may ask for a large table that they will fill later. Always plan for at least 2 extra people at head table, just in case.

If the Crown have taken the trouble to accept your invitation, you may wish to consider thank-you gifts. You will want to check to see if there is a "standard donation" to the kingdom that should be made. That will usually be a percentage of the income of the event. Do not give this to Their Majesties or Their Highnesses at the event! They are often too busy to be able to take care of the money and route it to the kingdom reeve. Instead, prepare a simple scroll with the amount being donated and give this to Their Majesties or Highnesses. Then ask the reeve to send that amount to the kingdom reeve for the appropriate fund. You can offer a gift that may be more useful. One word of caution: Always check with the noble or their household coordinator before giving food, drink, or anything that may be an allergen or might give offense. Many nobles will graciously accept any gift, but they will not exactly thank you if the lovely roses give them hives.

Here are some ideas from Lady Audrey la Solitaire, and Chatzie Massey, and Lady Oriana. Keep in mind that if you wish to place the kingdom emblem on any gift, it will become part of the kingdom regalia. Check with the Chatelaine before doing this. There are often items that need replacing and items that are already duplicated in the regalia inventory.

- ❖ note cards with their devices printed on them
- ❖ table linens with their devices
- ❖ feastware/candlesticks/other table ware
- ❖ handmade candles
- ❖ postage
- ❖ fabric/trims/etc.
- ❖ garb
- ❖ 'fruits of the valley' - pomegranates, persimmons, raisins, nuts, etc.
- ❖ honey and honeycombs
- ❖ jewelry
- ❖ games and game boards

- ❖ scented bath salts
 - ❖ peacock feathers
 - ❖ lots and lots of chocolate
 - ❖ various foods - homemade cocoa mix, breads, cookies, etc.
 - ❖ various alcohol beverages (definitely check first)
 - ❖ knives
 - ❖ chairs/benches
-
- ❖ banners
 - ❖ Platters with the device on them for the high table at feast
 - ❖ Needle cases (done at a Pennsic for each of the Queens in the Known Worlde)
 - ❖ Sheet wall for the Kingdom Pennsic camp.
 - ❖ belt pouches in kingdom colors (filled with "gold" choco coins)
 - ❖ Matching ceramic mugs for high table in kingdom device/colors
 - ❖ Tablecloth for high table
 - ❖ pillows for kneeling in court in the presence
 - ❖ drapes/throws for the bare-wood thrones (so they aren't "cold" when they it)
 - ❖ Lap shawl for wintertime for court
 - ❖ decorated fans on long handles (for the court attendants to fan their majesties)
 - ❖ Matching Capes in Kingdom colors/devices
 - ❖ Cloth in Kingdom colors for new majestic garb
 - ❖ Gift baskets filled with items they can use as gifts
 - ❖ Blank scrapbooks with the kingdom or their arms

Ruling Nobility, The Territorial Barons and Baronesses

If you would like any of the ruling nobility to attend your event, be certain to invite them with sufficient notice so they can fit it into their busy schedules. Most of the same ideas that apply to the Crown apply to the other members of the ruling nobility. If the Coronet will be attending your event, call them to find out if and when they would like to hold court. Be prepared to offer them a tentative schedule for your event so that they have an idea of when to hold court. If they have no opinion, then decide upon a time that fits best with the proposed event schedule and make sure they are aware of it. Be prepared to be flexible. It is the prerogative of the ruling nobility to change their minds at the drop of a crown. If they should decide upon a different time for court, to hold court after all, or to cancel it, try to accommodate them.

Officers

Although some officers are required by their offices to attend certain events, it is always good policy to check with all officers prior to an event. If you would like any of the officers to perform their duties at your event, you should ask them well in advance. This will allow them to be prepared to attend your event or to arrange for a substitute if they are unavailable. Do not expect the officers to work at your event without giving them prior notice. Few officers are required by their offices to attend all events and we all have other things in our lives to consider.

It is the responsibility of the autocrat to arrange for assistance from the Sheriff. Autocrats should make arrangements with the Sheriff to schedule sheriff's deputies for the event. The Sheriff and his deputies are available to provide assistance with drinking, noise restrictions, or other safety concerns. The Sheriff, as with all other officers, must be consulted prior to the event to make arrangements for security. Do not assume that the Sheriff will be willing to spend the entire event working just because he/she is present. Please be courteous and make your arrangements with the Sheriff prior to the event!

If your group does not have a Sheriff and you will be serving alcohol at your event, you may wish to recruit a "Sheriff for the day" to assist in the event security. The "Sheriff for the day" should be responsible for politely ensuring that underage gentles do not imbibe. He or she should also watch to see that gentles of the legal drinking age do not overindulge. They may also wish to inquire as to whether gentles who indulge have a safe way home. While we can not guarantee that no problems will occur, this may help to encourage responsible behavior when drinking.

Many guilds exist to assist with both combat and non-combat related activities. The Heraldic Guild, the Waterbearers Guild, the Cooks Guild, the Runner's Guild, etc., can all assist to keep an event running smoothly. If you would like their assistance, please contact them well in advance. This will allow them to plan ahead to accommodate your request.

This consideration should extend to people asked to all volunteers, including: judges, servers, gate personnel, set-up staff, clean-up staff, etc. Please coordinate with your volunteers so they will have a chance to enjoy the event as well. Also arranging for volunteers prior to the event leaves one less worry for the day of the event. While you may still need to recruit volunteers at the event, you may be pleasantly surprised to find some ready and waiting for to assist.

7. Policies from the Board Of Directors

During the January 1994, and April 1994, Board Of Directors (BoD) meetings, membership and waiver decisions were made which affect all of us. There have been many decisions made and changed. These are the most current interpretations of policies from the BoD as of June 1994. The mandatory membership ruling was repealed, but non-members are required to fill out a participation waiver. Also, the waiver system continues to undergo changes. For the most current information on these issues, contact the local or Kingdom Seneschal.

Definition of Event

From the Society Seneschal's report on the April 16, 1994, Board Meeting:

Waivers:

1. Any "event" must collect site waivers from non-members.
2. All combat-related activities/practices sponsored by the SCA must collect site waivers from non-members (i.e. if it is the local practice and/or Marshals are present you must collect waivers, if no marshals are present what are you doing is having a fighter practice...)
3. If there are combat activities in connection with a demo, site waivers must be executed only by those non-members participating in the combat activities. (Basically if you need a blue card to do it, you should count on having to sign a waiver).

Most explicitly EXCLUDED from this policy are:

- ❖ Guild Meetings and Practices
- ❖ Dance Practices
- ❖ Business Meetings unless combat activities are also taking place.
- ❖ Demonstrations (except for those participating in combat related activities as a part of the demonstration)

Site Waivers

The Board of Directors of the Society have implemented a Site Waiver policy that requires all participants who do not have a blue membership card at events (as described above) to fill out a waiver. This means all non-members and anyone who has either a yellow or white membership card must sign a waiver form. The Original Waivers must be sent to the Kingdom Waiver Secretary within 7 to 10 days after the end of the event. The local

group does not need to maintain copies. Autocrats may send the forms directly to corporate, or may give them to the Baronial Seneschal for mailing.

"All participants" also includes minors from the ages of 0 - 18. The parent or guardian of the minor should fill out and sign the paperwork. Any participant under the legal age of majority (18 in Colorado) should also have a parent on site or a guardian, with a properly executed and notarized Medical Authorization for Minors, on site. If a minor is not accompanied by one of these people, they should not be allowed on site.

Kingdom Waiver Secretary:

When sending the waivers to the Waiver Secretary, include the following information:

1. Name and Date(s) of the event or function
2. Name and Kingdom of sponsoring group

Although a "post-it" note is acceptable, you should send a full sized piece of paper. A "post-it" may easily separate from paperwork. Contact information for the Kingdom Waiver Secretary is:

Mistress Richenza le Wydu (Caroline Kearns)

(505)539-2310

richenzalewydu@hotmail.com

8. Miscellaneous Information

Schedules

If your event is a complex one, with many different activities occurring throughout the day, you should consider printing a complete schedule to be distributed to people as they visit the gate. The advantage of distributing a schedule when people arrive is that you will be able to include any last minute changes. There is also a disadvantage to distributing information at the gate that is the tendency to set the information aside until one is settled and finding it only upon returning home to unpack. You should include when and where each activity will be taking place in the schedule. To overcome the disadvantages, have heralds make announcements and post the schedule at a central location.

10. The Forms

Many forms are needed for an event. In Fontaine dans Sable when you are approved as an autocrat for an event you will be given a packet containing the current forms you need to use..

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