

Event Steward's Event Checklist

'Things to do' Definitions

This checklist is to be used as a tool. There are a few 'MUST' do's, and the rest are good ideas that will help your event run smoothly.

As an Event Steward you MUST;

- ❖ You and any member of your staff in a position of responsibility must be a paid member of the S.C.A. during the event process. This includes, but is not limited to the Associate Event Steward & Feast Steward.
- ❖ Submit a preliminary budget for approval by the Baron/Baroness, Seneschal and Exchequer.
- ❖ Fill out a Kingdom event registration form and have it signed by the Baron/Baroness and Seneschal. This form will be sent in with the event announcement to the Kingdom Seneschal, Kingdom Calendar Deputy, Kingdom Chronicler, Baron/Baroness and Baronial Seneschal. Keep a copy in your folder to submit with the Event Final Report.
- ❖ Publish your event announcement in the Sage Advice and Moose Call for a minimum of 2 months prior to your event. The deadline for the Sage is the 1st of the month prior to publication. So if your event is in May, you must have the event announcement to the chronicler before February 1st! This means the announcement will run in the March and April edition of the Sage. Don't count the month that your event is scheduled for, especially if it is at the beginning of the month. If your event is not published, it will not be an official S.C.A. event. This is important because it means that your event will not be covered by the SCA insurance.
- ❖ You must have a fund-raiser.
- ❖ The Barony requires that you, or a representative, attend the 2 populace meetings before your event.
- ❖ Have all non-members and minors sign site waivers. *These are given to the Seneschal at the end of the event.*
- ❖ You, your representative or a representative of the Barony must be on site from opening to closing of your event.
- ❖ You must have at least two Universitas classes at your event.
- ❖ You must submit your final report to the Seneschal within fourteen calendar days after your event.

CHECKLIST DEFINITIONS

CHOOSE AND RESERVE A SITE

It is never too early to choose a site and reserve it. If you have an event in January, June, August or December, and you are looking at a church, weddings are a concern. During Easter and Christmas season there are pageants, plays, etc. Also during the year there are bake sales, rummage sales and other fund-raising activities. It is best to get on the calendar early.

Remember when choosing a site to include classrooms for classes and Royal Rooms.

When reserving a site, a security deposit may be required, so be certain that this is the site you want! If a security deposit is required, then verify their refund policy. You may, at this point, pay the security deposit yourself. If you do, be sure to get a receipt so you can be reimbursed by the Barony. If you need to get a check from the Reeve, remember that you need to fill out a check request form first and the check needs to be counter signed by the Baron/Baroness and/or the seneschal. So, you need to get on it right away, so your site doesn't go bye-bye. And remember the officers and Baron/Baroness are always happy to work with you to make sure the event goes off.

Often, when attempting to get permission to use a site that is new for us, it is necessary to take the request before a board. Some sites may have a fee structure in place that includes one day events, such as ours. So don't be surprised if your request is denied or if the price is quite high. But again this is one of the reasons for starting early.

Make sure that you know what all the restrictions of the site are. Some of the most common are;

- Hours of operation
- Use of kitchen facilities/ no kitchen facilities
- Alcohol/ no alcohol
- Pets/ no pets
- Smoking/ no smoking
- Adequate fighting area
- Camping/ no camping

- Merchants/ no merchants
- Bringing your own food (If a catered event)
- Candles at feast

There are any number of restrictions that can pop-up, so keep track of them and list them in your event announcement.

There have been several sites in the past that have offered a cleaning service for a nominal fee. Think about this, it is often money well spent.

Another good thing to note, is the availability of tables and chairs. If you need to rent them, the cost will need to be included in the preliminary budget.

One more itty bitty thing, don't forget to ask how you will gain entry to the site on event day.

Camping Events

Everything on the Checklist can apply to camping events. But there are additional concerns when it comes to choosing a site. Will it support the number of people you expect? Not only the available space, but are there restroom facilities, showers, potable water? The owner/manager of the site should have all that information. If there are not adequate facilities, then you may have to supply them.

Port-a-potties, showers and potable water are often provided by the same company. Whoever you rent them from will be able to tell you exactly how much equipment you will need to rent for the number of people and length of stay.

If the site is also a farm, then you need to find out what the crop is. Due to hay-fever and allergies this may restrict people from attending. Mention it in the event announcement. If the site is in a planted field, will the field be mowed prior to the event? Watered? Can we use any out buildings on site?

Fires are also an issue. What will the site allow? No fires, period? Above ground, fire pits, Tiki torches?

Whether you are dealing with a private individual or a commercial facility it is best to get everything in writing! **No handshake deals over anything.**

Archery

You will need to check the regulations for weapon firing on public land. If it is private you will need to check with the owner and get it oked.

Equestrian

For all equestrian events an insurance waiver must be obtained forty five (45) days prior to the event. The Baronial Equestrian Marshal will be able to help you with this matter. The equestrian insurance is only in effect for the published opening and closing of site. Example site opens at 4:00 pm on Friday and closes at 12:00 pm on Sunday the insurance is only good for those times and days.

Where are the nearest emergency facilities? Call the nearest hospital or emergency clinic and fire station and see what the response time is. Walk the site carefully and look for hazards. Canals, ponds, gullies, barbed wire, gopher holes, etc.

ASSOCIATE EVENT STEWARD

If this is your first event, you may consider asking someone more experienced to help you. Or if the event is large and complicated, it may make it easier to have some help. It is strictly a personal decision.

CHOOSE A FEAST STEWARD

Most often when you decide to do an event, there is a friend standing next to you who says, "Hey, I'll be your Feast Steward!" And off you go to plan and scheme together. But there are some things to think about when choosing a Feast Steward.

Your best buddy is not always your best choice. Just because they are your friend it does not mean that you can work with them. Or maybe they don't share your vision of the event. Anyway, think about your Feast Steward. If this is your first event it might be a good idea to have an experienced Feast Steward. This would take some of the pressure off you and will get some good training.

As soon as you have a Feast Steward, then a meeting is in order. Now you need to start pounding out the details for the event.

FINALIZE EVENT THEME

When you submitted your event description for the calendar meeting, the year before, you had some idea what your event would be like. If, 6 months before your event, something has happened to change your mind, now is the time to revise things. Contact the Sage and Moose Call chroniclers and ask them to change the name of the event on the calendar.

Either way, sit down with your associate event steward and feast steward and discuss the event. Go over the 'Things To Do' column of the checklist and make some preliminary decisions on every point. Make notes and start a file.

If you are the Event Steward for the Baronial Championship event, then you will need to coordinate directly with the Baron/Baroness. If you are doing the A&S Championship event, you will need to coordinate with the A & S Officer. These events are some of the easiest to be the Event Steward, because most of the decisions are made by someone else and your job is to make sure that it all comes off.

CHOOSE A FEAST

Your Feast Steward probably had a feast in mind when they volunteered for the job. But maybe it clashes with your event or maybe it is just too elaborate and costly for the type of event you had in mind. It is very important to get this worked out as early in the planning stages as possible.

CHOOSE A STAFF

Delegate, Delegate, Delegate!!!!!!!

It never fails, there is always 40 more things to do than you have time for. If you use this checklist, you should come out pretty good, but it never hurts to ask for help. Find someone to make the site tokens, contact the officers, go to the officers meetings, contact merchants, arrange the entertainment, keep in contact with the site, etc... Even the feast steward can delegate. Have someone else make dessert or take feast reservations for example. This is especially important if you are the event steward of a large event.

If you belong to a large household, you might ask some the members to help you. Or the event could even be designated as a household hosted event.

But remember, your staff is only as good as the information and direction that comes from you. Don't give someone a job and then never check to see how things are progressing. You might find yourself without an important piece of the puzzle the day of the event. So, keep in touch, have at least 3 meetings before the event.

Don't forget about the day of the event either. Organize a crew to help with set-up, feast preparation, serving, feast clean-up, tear-down and site clean-up.

Staff you may want to consider to have is:

- Merchant Steward
- Decorating Steward
- Tourney Steward

TEST FEAST

It is always a good idea to test any new recipes on a small group before you serve them at a feast. Even old tried and true recipes can take a turn for the worse when then are increased for 20 or more people. There are some foods that sound as if they would go well together, but in reality are terrible when actually served. A test feast will also help you to determine portions, which is helpful when calculating your budget and feast fee. It can also help determine what items in the feast may be feasible to be purchased, prepared and frozen beforehand.

So gather up a few of your friends and have the feast steward do a trial run. This would also be a good time to have your first staff/planning meeting.

DECIDE ON THE FEAST AND START A SHOPPING LIST

When you write the event announcement, it is a good idea to know what the feast will be, how much it will cost to serve and how much to charge so that you won't loose money.

If something comes up and you can't possibly get that Mongolian Yak milk for your special Mama Khan biscuits and you have to change the feast, you need to do it in the last Moose Call and Sage Advice before your event. And even that might be too late.

So, have the feast steward make a list of the ingredients you will need for your feast and look at it closely for anything that may require special ordering. Growing herbs or vegetables for a Fall event is fun, but as you can imagine, that takes good pre-planning to pull it off.

So decide on a feast and try to stick to it.

CONTACT UNIVERSITAS OFFICER

At each Arn Hold event, it is required that there be at least two Universitas classes taught. There might even be something that would correspond with your event theme. Contact the Universitas Officer early so that they can make arrangements and you can get the info into your event announcement.

CHOOSE TYPE OF TOURNEY

So, what kind of fighting are you going to have at your event? Don't have a clue? Well, the theme of your event may give you some idea. You should talk to the Knight Marshal in either case. The Knight Marshal can tell you if your idea for a round robin, mud pit, great sword and pole arm tournament, is legal, safe or even wise. If you don't have any idea, they will be able to give you some. Do not assume that the Knight Marshal will set up or run your tourney, so you need to ask. Any one can design and run a tourney, but there must be an **AUTHORIZED MARSHAL** at the tourney.

If the event you are hosting includes a tournament of any sort, please make sure that either the person taking entries of the list (List Keeper) or the Marshall in charge are checking each person's authorization card (if an authorization card is required for the martial activity) and membership card. This includes any type of tournament – hard suit, rapier, archery, equestrian, etc. This requirement is not limited by rank, station or position. It is a good idea to publish the requirement for verification of authorization and membership in your event notice prior to the event, even though, based on society rules, all participants in tournaments of any sort should expect to need to present these items.

Don't forget the other marshal arts. There are marshals for rapier, archery and equestrian tourneys also. You can ask the Knight Marshal to give them the heads-up, but it is better to talk with each of them about their specific area.

If you are the Event Steward of the Baronial Championship event then it will be up to the Baron/Baroness to decide what kind of tourney will be held.

EQUESTRIAN AND HOUND ACTIVITIES

There are different rules and regulations when it comes to Equestrian activities. This is inclusive of hound and hawk activities also.

Insurance for equestrian activities must be activated and paid for forty five days prior to the event. If you are planning any of these activities notify the Baronial Equestrian Marshall.

You must have a separate Equestrian Steward for an event with equestrian activities.

For the Hounds, no special insurance is required. Be sure that the site allows dogs. Contact the Deputy of Hounds for further information.

TOURNEY PRIZES

Now you know what kind of fighting will occur at the event. So, it would be a good idea to think about the type of prizes you want to give. The event steward is responsible for acquiring all the tourney prizes.

If you are the Event Steward for a Baronial Championship, you will probably not have to worry about providing prizes. There is a 'Special Events' section, in the event steward handbook, that goes into more detail about this kind of event.

Limit the cost of each tourney prize to \$15.00. If there is a special reason to spend more, then you must consult with the financial committee for approval.

There are several ways to go about choosing a tourney prize. If the fighting has a theme that matches the event, then pick something along those lines.

Things that a fighter always needs, can make good prizes too. Duct tape, chicago screws, leather laces, rattan, or an emergency repair kit.

Gift certificates, appropriate books, videos, & fabric are desirable as well.

Prizes sponsored by other people are even better. Ask around, maybe there is a household out there that would put up a prize. Or a personal service from a member of the populace. It never hurts to ask, just don't spring it on someone at the last minute, you may be disappointed.

And don't wait until the last minute to purchase the prizes. Trust me, you will have plenty to do and this kind of thing just bogs you down.

SITE TOKENS

There are two open spots on the checklist for Site Tokens. There are a million different ways to make site tokens. Simple to elaborate, cheap to expensive, etc... One thing about them, it is always one of those last minute things you remember. ***Your site tokens should cost about twenty cents each. No more than seventy-five cents for Kingdom Events.***

So think about them early and discuss them with your staff. If you want to pay an artisan to make them for you, then you need to get on their schedule. And thus the first open spot. Don't expect the artisan to drop every thing to fit you in, place the order now.

If you decide to make them yourself, you could bring all the materials to the next staff meeting and ask everyone on the staff help out. Or ask someone if they wouldn't mind making them. Provide them with the materials and keep track of their progress. Don't forget

to thank them, in court, at the event.

When designing site tokens, remember to make one for site/feast and one for site only.

ENTERTAINMENT

There are plenty of period types of entertainment you may consider having at your event. These include, but are not limited to;

- Bardic Circles
- Assassin Tournaments
- Quests
- Period Gaming
- Dancing
- Baronial Music Guild

But what if you want someone outside of the SCA to entertain? What if they want to be paid? Or maybe you can pay them with dinner. These things need to be taken into account. The biggest reason, as usual, is timing. If you are hiring someone, then you need to make sure that they are free on that date. And you may need to do some negotiating for a dinner payment.

Use your judgment, but if you are going to pay someone, then you need to figure the cost into your budget. You will also need to get permission from the Baron/Baroness, Seneschal and Exchequer to spend the kind of money most entertainment costs. Here again, maybe there is a household or individual willing to sponsor some special entertainment.

PRELIMINARY BUDGET

When the budget is put together, then you must submit it to the Baron/Baroness, Seneschal and Reeve. This is just a double check mechanism, so there aren't any surprises on down the line. This is best done at an officers meeting because the people you need are a captive audience. In fact you may be able to arrange to meet with them early. At this time you may even have some check requests that need to be signed.

Now it is time to write your article. Before you can do that though, you need to have some idea of what you're going to charge for things like the feast & the site. This is where your preliminary budget comes in.

Sit down with your staff and take a hard look at what your expenses are going to be
Expenses include;

- Site cost
- Feast cost
- Prizes
- Entertainment
- Site Tokens
- Possible rental of equipment
- Equestrian Insurance if applicable

By this time you know what the site costs are, you have chosen site tokens, decided on the types of tournament prizes and the feast steward knows what the feast will be. If you are hiring entertainment, you should have some idea of the cost.

Often times, the site fee is figured separately from the rest of the items. Usually, there are more people attending that do not eat feast than those who do. But yet, the 'site only' people still benefit from the site tokens, entertainment and prizes. So it is not fair to put the burden of payment for these items on the 'site/feast' attendees.

For a Baronial event it would be prudent to figure 70 'site only' attending. Add all the expenses, with the exception of the feast, and divide it by 70. This will be your site fee. At this time you will need to figure out the family cap fee. Generally this is based on two adults and two children.

For 'site/feast' use an attendance of 50. Divide the cost of the feast by 50 and add it to the site fee.

You must charge a minimum \$3.00 site fee for all events, unless you get permission from the Seneschal, Baron/Baroness and Reeve.

At this point it may be prudent to add a 15% oops factor to the fees. Take a hard look at the possible weather conditions, other competing events in the SCA and in the mundane world as well.

This is by no means the only way to figure the fees and it is creative accounting at its finest, because you really do not have a clue how many people will attend your event. And even asking for feast reservations in advance or pre-paid feast reservations won't help you. We are a notorious group for not making reservations. You just have to do your best.

Now, we are a non-profit organization, but that does not mean that we cannot be profitable. In turn that does not mean that we have to make a barrel of money at every event. ***But, we need to do our best to make a profit or break even at best.*** Planning not to make any money is not acceptable!!

Be sensitive to the fact that most people cannot comfortably afford to pay over \$10 total, per person, for site and feast. So, if at this time you are looking at having to charge \$16 to break even on your event, you need to go back to the drawing board and revise something. Sometimes, if the event is a special occasion you can push the upper limits, but that is rare.

When comping site and feast fees, remember every fee you comp affects your overall budget. Generally the King, Queen, Prince and Princess are the only ones comp.

FUND-RAISERS

It is required that every event in Artemisia have a fund raiser. If you are the Event Steward of a Kingdom event for example, you must have a Kingdom fund-raiser. In the Barony, individual groups are allowed to hold fund-raisers with the individual group getting 75% of the fund-raiser and the general baronial fund getting the other 25%. The Music Guild can have a garage sale to raise money for instruments and supplies. The Constabulary can auction off the lost and found items to help them buy new radios. You can have a fund-raiser for the Baronial regalia or a pavilion. We have even raised money to help a church that had been vandalized. The point is that the money must be for a specific purpose. You cannot just raise money for something we might need in the future.

Only one fund-raiser per event please!

There are as many types of fund-raisers as you have imagination. Raffles, bag raffles, auctions, silent auctions, bake sales etc. But the most popular and profitable are the personal service auctions.

Personal services auctions require a lot of pre-planning. What you are doing is asking members of the Barony to provide SCA type services for free. You can have someone make a puffy shirt, set up a camp, make a basket, embroider a collar, just about anything. But you need to start recruiting early. Again, another possible job for a staff member.

CHILDREN'S ACTIVITIES

Here is an area that is always overlooked. Get together with the Youth Officer, tell them what the theme of the event is. This will give them a chance to come up with like activities for the kids. This is a good thing to include in the article.

There are two open spots for the children's activities. The first is for initial contact with the Youth Officer and the second is just to touch base.

WRITE AND SUBMIT EVENT ARTICLE

Here we are. Everything you have done has led up to this point. You have a good start on your event and you now have all the pertinent information to write a concise event announcement.

There are several ways to go about writing an event announcement. You can make it serious, funny, or just state the facts. But there are several things that should always be there.

Who

Up at the top of the article it states who is sponsoring the event. But go ahead and mention it again in the body of the article, e.g. ‘The populace of the Barony of Arn Hold’, ‘The Baron/Baroness of Arn Hold cordially invites you’, ‘The mighty fighters of the Barony of Arn Hold’, etc. You get the picture.

What

In 1999 the IRS audited the SCA. One of the things that they asked for was proof that we were engaging in period activities. One of the ways to show that in fact we are doing just that, is to detail the ‘periodness’ of our events in the event announcements.

So, describe what is going to happen at the event. I mean really describe it! If your event has a Twelfth Night Theme, then explain what Twelfth Night is and how it is period. Or if you are having a Viking event, base it around a Viking type activity. (That does not include raping and pillaging .) This is where the Universitatus classes are so wonderful. They can really add to the periodness of the event. The same goes for dancing, music and fighting especially if they are in the same theme as the event.

You are trying to get people to come to your event. If I am going to travel 5 to 10 hours to attend this event I want to know what is happening, in detail! And a piece of advice here, do not reuse old event announcements ver batum! There is nothing that turns me off more than reading the same event announcement three years in a row. And don’t think people don’t notice.

List all the tournaments available at the event. Say whether or not they are prize tourneys and maybe give a hint at what the prize will be. List the Universatatus classes and the fund-raiser planned. Will there be any Dancing? Entertainment? Children’s activities? After all you are trying to entice people to attend.

It is a good idea to publish the requirement for verification of authorization and membership in your event notice prior to the event, even though, based on society rules, all participants in tournaments of any sort should expect to need to present these items.

When

Not only what day the event is, but when everything starts. Tournaments, dancing, entertainment, feast, court, site opening and site closing. You can never have too much information.

Where

Give the full name and address of the event site with complete directions. Personally when I am writing directions, I go out and drive the route I am trying to describe. I come in on the freeway exits from both sides and write down the exact exit name and number. You would be surprised at what you remember an exit name to be and what it really is. Then I clock the mileage to each turn and write it down. This really does not take much time and you have directions that just about anyone can follow. If you don't have time, then ask a member of your staff to get the info for you. This is also a good time to note how many signs you will need and where to put them.

If there are activities off site, don't forget to include the address and directions.

Ask the chronicler, maybe you can put a map in your article, but please have someone proof it first. I have seen some maps that don't look like anything more than chicken scratches.

You might even ask an event steward that has used the site in the past. They could give you a copy of the directions.

Feast

So, what's for dinner? Lunch? Breakfast? Here again, don't scrimp with the description. Will reservations be required? Pre-paid? By what date. Who is the Feast Steward? Will there be any alternative (vegetarian) dishes served. Who do we make reservations with? Will off-board seating be available?

I suggest that you have at least two contacts for feast reservations and that the reservations close 2 - 1 ½ weeks before the event.

How Much

Fees for;

Site only - Adults, children and non-members

Site/feast - Adults, children and non-members

'Make checks payable to the Barony of Arn Hold, SCA Inc.' must be included in the announcement.

The Staff

The full SCA and mundane names should appear for everyone you list. Give the address, phone number and e-mail address of the Event Steward and Feast Steward. Other people you should list, include:

Equestrian Steward
Merchant Steward
Chatelaine
Youth Officer
Tournament Steward/Marshal

And depending on your specific event you may even have more. Don't forget them!

Site Restrictions

Wet or dry site? Pets or not? Open flame? RV parking? Merchants? Bringing your own food? These are just a few of the most common site restrictions. Be sure to outline them all in the event announcement.

Teaser Type Announcements

Some people like to write teaser type event announcements. This is where you reel out a little information at a time. This is OK, but remember, the two month rule is a minimum and your event announcement should be complete at that point. If you are going to write a teaser article, then start earlier. You will need to check with the chronicler to see if there is room to start publishing your announcement early. You still need all the essentials though. You are teasing with the WHAT, but you still need to have the WHO, WHEN, WHERE and SITE RESTRICTIONS spelled out the first time it is published. So, all the items above this point on the checklist should be completed and the event registration will need to be completed even sooner than on the checklist.

Remember to send a copy to the Baronial and Kingdom Web Administrator to update the web site. Add all pertinent e-mail address with the announcements.

EVENT REGISTRATION FORM

Believe it or not every event registration form for every Kingdom is different. The form in last months Sage may be an old one. There is a form included with the event steward handbook with instructions on how to fill it out. If the form changes then the Seneschal is responsible to get it to the event steward.

ATTEND POPULACE MEETINGS

You or one of your staff are **required** to attend two Baronial populace meetings before your event. There are several important reasons to do this. At officers meetings the people you need to sign check requests, registration forms and review the preliminary budget are there. You can get everything done in one fell swoop.

When planning which meetings you need to attend be aware that officers meetings are typically the fourth Sunday of the month. If you have an event on May 3rd don't count the April officer meeting as the second one.

If you do you may be too late for several things. On the checklist the slots for the meetings should be big enough to fill in the actual dates of each meeting you will need to attend. . And even though you are only required to attend two, I would strongly recommend you try for four. So, there are slots on the check list open for that.

CHECK REQUESTS

A check request must be filled out, submitted and signed, before any checks will be issued. The Reeve, Baron/Baroness and/or Seneschal must sign the check request. The same signatures must then be on the check itself. The Baron/Baroness and Seneschal must approve all check requests prior to a check being issued. No check request or check will be issued without receipt.

This is why it is easiest to get this all done at the Officers/Populace Meeting. Everyone you will need is usually right there. But it never fails that there is that one thing you missed and you need a check at the last minute. The best way to get this done is to go directly to the Baron/Baroness for a check request and authorization. Then you can take the request to the Reeve, get the check and take it back to the Baron/Baroness for a signature. At this point you may have the Seneschal sign the check, if they are closer. No check will be used or cashed without two signatures!

VERIFY SITE

It is terrible to think about, but what if you were being terribly efficient, reserved the site nine months in advance and two weeks before your event, the church calls and says that they forgot that they had set-up a interdenominational basketball game for the same Saturday!! Don't think it can't happen, because it has. People who work in churches are, more often, volunteers and change position quite frequently. But one way to keep it from happening is to be in touch with your contact at the site. There are three slots open for this. Take advantage of them.

CONTACT OFFICERS

If you expect certain Baronial Officers to attend your event to do their specific jobs, then a courtesy call is in order. This is best taken care of at an Officers/Populace meeting. Verify that they are able to attend your event. If they are not able, then they must provide you with a suitable replacement. You can keep track of this on the officers attendance sheet.

Now, in a perfect world, this should be it. You shouldn't have to speak with the officers you need again. But don't set yourself up. Thus the two slots for Contacting Officers.

SERVERS/KITCHEN STAFF

How does the Feast Steward plan to serve the feast? Buffet? Removes? Either way you will need serving staff. It is best to appoint someone to recruit the servers.

Who will help in the kitchen? Set up the hall? Help clean-up? Don't get stuck doing it all by yourself. Ask for help.

VERY IMPORTANT!!!! Keep track of these people, write down their names! You must not forget anyone when you go to thank people at the end of the event.

START SHOPPING FOR THE FEAST

Granted this may seem like an inane 'to do'. Of course you have to shop for the feast. And the Feast Steward probably has it all under control... probably.

This is just one of those reminder slots. Verify that the Feast Steward has, in fact, started shopping. Again, there is prescience that things are not always going as well as you thought. Keep in touch!

DECORATIONS

There are several people in the Barony who excel at decorating a hall. Find out who they are and ask politely if they will do it for you. But do not spring it upon them two days before the event! If you give them enough time it is possible to turn that scuzzy old gym into something really spectacular. **Remember to contact the Quartermaster officer to make arrangements to check stuff out of storage. You will also need to make arrangements to return the stuff to storage as well.**

If you have a need to make different site decorations then you will need to contact the financial committee for approval. The financial committee includes the Baron/Baroness, the Baronial Seneschal and the Baronial Exchequer.

Baronial Pavilion foot print.

Square Pavilion is roughly 36'x 28' (outside ropes to outside ropes)
Oval Pavilion is roughly 27'x 34' (outside ropes to outside ropes)

GET CHANGE

Oh yes, the deadly 'I didn't get change' cry heard at almost every event. It is terrible to hear, so mournful and sad. That's right you are responsible to get change for your event. You must ask the Reeve for a cash advance check. Check with the Reeve to see if they plan on doing troll for you. If this is the case then they can be responsible for the money and change.

At the end of the event the Reeve takes the cash and cash sheets home. The Seneschal takes the waiver sign in sheets home with them. If the Reeve is unable to stay for the whole event then the Event Stewards is responsible to take the cash and cash sheets home and see that they are returned to the Reeve within 24 hours. The Reeve will have the event totals to you with two to three days. Remember the Reeve may not have all of the receipts. So this figure is the amount received and what has currently been spent. It is up to you the Event Steward to get all of the receipts turned in a timely matter.

SIGNS

Remember back when you drove the route to the site? You kept track of how many signs you needed and where they should be posted. Right?

Now is the time to dig that out of your file and start making the signs. Signs can be as elaborate as you want. But be aware of where they will be placed and how they will be attached. Remember, if there are any restrictions regarding posting signs, don't. Period!

The Barony of Arn Hold has two sandwich signs with changeable directional arrows. Contact the Quartermaster to make arrangements to use them if so desired.

THANK YOU'S

Don't forget all those people who helped you out. During the final days before your event, start making a list of everyone. You may also want to buy or make a simple thank you gift. At the last court you will get a chance to voice your gratitude to all those people. Please don't forget anyone.

Thank you's are not part of the event budget or cost of event. These are supplied by the event steward and staff. Alcohol cannot be given in a court setting.

A final thought;

When you look at the check list, you see that most of the open spots occur in and before the 12 week column. If you are even half way organized you can have most of the planning done by then. From there on it is mostly a communication issue. There is still a lot of work ahead, but it is mostly on the day of the event and there is a whole other checklist for that.

Remember, if something can go wrong it will. But don't panic, there isn't much out there that can't be dealt with, if it is faced immediately, and you have good support. Do not hesitate to contact the Seneschal or Baron/Baroness with any problems concerning the event. The quicker they are made aware there is a problem, the quicker your event can get back on track. Remember if a family emergency comes up it is part of the Seneschal's duties to take over an event.