

# The Cynaguan Autocrat Handbook

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**A note from the Editor:**

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## **PREPARING TO AUTOCRAT AN EVENT**

Autocrating can be an extremely rewarding experience and a lot of fun. However, there are many things you need to do to run a successful event. The following handbook will help you keep track of all the necessary steps. While the following information is geared mostly towards Principality and Kingdom events, most of the information also applies to smaller events as well and there will be information further down in the handbook that addresses these events.

## **SETTING A DATE**

### **LOCAL BRANCH EVENTS:**

You will need to set a date for your event, preferably several months in advance. First, check The Page for Kingdom and Principality events in the same month you wish to hold your event. Local branch events cannot conflict with Kingdom or Principality events in the same Principality; however they can conflict with any other branch events, as well as events in a different Principality (for example, if your branch is in Cynagua, you cannot conflict with Western or Cynaguan events, but you can conflict with any Mists event or any smaller branch events Kingdom-wide). Bear in mind that events will generally not be scheduled on the same weekend for branches that are close to each other (i.e.: Golden Rivers and Betony Woods, Fett Burg and Canale, etc), but this is a case by case decision. The definitive guide as to how dates are reserved can be found on the West Kingdom website at [http://seneschal.westkingdom.org/Calendar\\_Policy.php](http://seneschal.westkingdom.org/Calendar_Policy.php).

**All calendar requests MUST go through the Kingdom Seneschal and Kingdom Calendar Keeper. The autocrat of the event cannot request a date themselves; this can only be done by the Seneschal of the branch hosting the event. You must have all the needed information filled in on the request form; without it, the request will be denied.**

If there is no conflict, reserve your date by sending an email to the Keeper of the Calendar via the Kingdom webpage, at [http://seneschal.westkingdom.org/Date\\_Request\\_Form.php](http://seneschal.westkingdom.org/Date_Request_Form.php). You must submit the date for your event no later than the 15th of the month two months prior to your event month (i.e., an April event would need to be requested by February 15th). Be sure to have a second back-up date when you make the request, as another branch near yours may have already reserved your initial date of choice. The Keeper of the Calendar will send the request to the Seneschal who will approve the date. When the date has been approved, it will be placed on the Kingdom calendar both in The Page and on the website.

*Note: These steps are imperative. Without them, you aren't on the calendar and another group will snap up your date! Also, do not rely strictly on e-mail since e-mail service could be unavailable – if you do not hear back within a reasonable amount of time, try contacting the Keeper of the Calendar via telephone to see whether they have gotten your request.*

### **PRINCIPALITY EVENTS:**

If your group wants to host a Principality event, you will need to contact the Principality Seneschal. He or she will let you know if that event is already taken or not. They may request that if you have a site in mind that you submit an event bid. This usually happens when several other groups have requested that particular event, but nothing has been decided. The Principality will go with the bid that is most suitable (determined by cost, budget, location and other factors).

The Principality event dates are placed into The Page a year in advance. Principality law determines these dates, and the Seneschal should already have the dates on the calendar.

### **KINGDOM EVENTS:**

These are reserved the same as a Principality event; check requests with the Keeper of the Calendar and the Kingdom Seneschal.

## **FINDING A SITE**

Immediately after you've set the date and received approval for it, a site needs to be chosen (if it hasn't already, as is sometimes the case). In fact, if your event is either Kingdom or Principality level, procuring a site a year in advance is not too early; many sites these days are reserved far in advance. Have in mind the minimum/ maximum attendance for the event and the cost of any supplies that will be needed (decorations, privies, equipment, food, etc), and start the budgeting process. You can get this information from the Exchequer, as well as a budget form to fill out and return to them for their branch records.

There are many site possibilities in your local area. Depending on your budget and the type of event, consider:

- |                     |                                |                                   |
|---------------------|--------------------------------|-----------------------------------|
| * Churches          | * Colleges/ University grounds | * Schools                         |
| * Community Centers | * State Parks                  | * Public Parks                    |
| * Boy Scout Camps   | * Private Halls                | * Private Property/ Ranches, etc. |

If your event is at the Kingdom or Principality level, the appropriate Seneschal or Exchequer can tell you the maximum cost allowed for the site rental and number of people to plan for. If it is a local branch level, consult with the Seneschal and Exchequer to see how much money is in the branch bank account, what the branch can afford, and whether there will be enough money made from this event (or fundraising) to cover the cost of the site rental and other event costs.

**NOTE:** Local events should be held locally (within the area closest to the branch holding the event), but Principality events can be held *anywhere* in the Principality and Kingdom events can be held *anywhere* within the kingdom and still be hosted by any branch (i.e.: Golden Rivers hosting a Principality event held in the Rivenoak area, etc). The autocrat of a Principality/ Kingdom event decides who the host group is usually based upon their own residence. For example, if an autocrat lives in the greater Sacramento area, which has 3 different groups around it (Golden Rivers, Betony Woods, Danegeld Tor), they can technically decide who the hosting group will be, based on who is offering to help and where the autocrat themselves live. If the populace of Golden Rivers has offered to be part of the autocrat team, the autocrat may choose to have them be the "hosting" group. If a team from Betony Woods is offering, *they* may be the hosting group, etc.

### **THINGS TO KEEP IN MIND WHEN LOOKING FOR A SITE:**

Both Kingdom and Principality generally have a database of sites or a Site Coordinator or who keeps track of what sites we have used before, as well as leads on possible new sites. It's always best to check with them first to see if they have suggestions of where to look. Consider creating a similar database for your own branch so that you have local information on hand. If you're starting from scratch, these are all important things to consider:

1. Size of the site:
  - a) Kingdom weekend events need room for up to 500 + tents/ pavilions around a flat field, 250 feet or larger, if possible, in diameter;
  - b) Principality weekend events need room for up to 250 + tents/ pavilions, around a flat field of 250 feet or larger, if possible, in diameter;
  - c) Twelfth Night needs a hall for about 1500 persons, including dining areas, court area, guilds and merchant areas;
  - d) Local events take a little more guesswork. Ask your Exchequer to look into past branch records for the numbers who have attended your type of event before. Consider the location, weather and possible attendees from other areas.
2. Are there other non-S.C.A. events being held in the same or immediate area that will affect the S.C.A. event (i.e.: sharing the site with non-S.C.A. people, large events happening in the area that will affect parking, etc)?
3. Parking: Will you have enough? Will you have to shuttle? Where will parking be located? Is there an extra charge for parking (some hotels, etc, have this)?

- a) Kingdom event: 500 + cars;
  - b) Principality event: 250 + cars.
4. Privies: Are there flush privies on site, or none available? Budget the cost of renting them, along with the pumping at least once daily during the event course. (General Rule of Thumb: 25 persons to a privy. Must figure in handicapped privies – for every 4-5 regular privies, we must also have a handicapped privy available per the American Disabilities Acts).
  5. Dumpsters: Are there any available? Will a dumpster need to be rented? This will also add to the event cost. Would requesting the populace to transport their garbage out be a solution? The autocrat/ host group can provide garbage bags for each campsite, if necessary. This is an effective cost cutting measure in the case of expensive dumpster costs as only the cost of garbage bags needs to be added to the budget.
  6. Water: Is the water potable? Should the populace bring their own water supply? The cost of trucking water in would have to be factored in if there is no available or potable water on site. Check rental companies for the cost of the “water buffalos” (water trucks). Alternately, the populace can be informed to bring plenty of their own water, as has been done in the past.
  7. Can we drive on the grass for setting up (some sites do not allow this)?
  8. Are there RV facilities on site, what is the cost and how is the money collected?
  9. Are equestrian activities allowed, are there stalls or corrals for them, what are the rules regarding mucking out, feeding, etc? What is the extra cost for arena and/ or stabling?
  10. Is archery allowed, and what are the rules regarding this?
  11. Are pets allowed, and what are the rules regarding them?
  12. Is the gate available 24 hours a day? What will the closing time of the gate be? May we arrange for a Hastings Lock if necessary (a Hastings Lock is a lock our constables provide with the numerical code pertaining to the year of the Battle of Hastings. Most S.C.A. people know about this code)?
  13. Inquire about opening/set-up and closing times. Noon on Friday is typically our opening time for a camping event, but it should be no later than 2 p.m. Closing time should be no earlier than 4 p.m. on Sunday. One day events should be based on the park/ hall opening and closing times, allowing for set up and clean up times as well.
  14. Is the site secure? Will non-S.C.A. people have access (i.e.: there are no locked gates, non-S.C.A. people can wander in, etc)?
  15. Who controls the keys to restrooms, halls, and supply cabinets? Will there be janitorial staff on-call or on site? Who should be called in case of site emergency (i.e.: sprinklers going on, issues with the restrooms, damage to facilities, etc)?
  16. Are there 24-hour medical facilities nearby, or within 30 minutes? Is there at least some sort of emergency medical assistance relatively nearby (hospital, urgent care, etc)?
  17. Are there hotels or motels nearby?
  18. Are there possible site hazards, i.e.: pond/ lake/ river, snakes, large animals, poison oak or ivy, etc?
  19. Are there places on the site that are off-limits (cemetery, livestock areas, buildings, etc)?
  20. If there will be an indoor feast, are there suitable kitchen facilities and dishwashing areas?
  21. For indoor events: Is there enough “theater” seating, with extra room to move around (dancing, socializing, A & S displays, etc), plus seating for feasting during feasts, revels, Investitures or Coronations?

Some specific considerations for outdoor and indoor events are:

#### **Outdoor/Tourneys:**

- Camping events require relatively flat ground surrounding the lists field with room left over for the 12-foot ambulance/emergency lanes. This will facilitate the pavilions that edge the lists field. Few people enjoy camping on slanted ground. If this space is limited, include that information the Page copy.
- If people must bring water for personal consumption/use, be sure to tell them so. This applies many times at sites of primitive camping. Make sure that the water at your chosen site is potable. Ask the owners or landlords; don't guess.

- Try not to divide up the campground too much, other than the noisy end/quiet end of camp. People don't like to go too far to get to the lists field.
- Shade in summer, in particular, is a real consideration.
- Problems setting up the lists field or site? Consult with the Kingdom Consulting Tourneymaster for suggestions.

#### **Indoor/ Investitures-Coronations**

- Be sure to have plenty of room to gather at tables for eating, resting, conversations, etc. If you have a choice of tables, take the oblong ones over rounds; they take up less space, but seat the same amount of folks.
- You should have dressing rooms for royalty and their courts (a.k.a. "Royal Ready Room").
- Special events, such as 12<sup>th</sup> Night, often require separate committees (A & S, merchants, etc). The more delegation, the easier for everyone to do their jobs.
- Be sure to use the expertise of those who have run these events before. Use your Principality/ Kingdom Seneschals and officers. If they don't know, they will know someone who does.
- Try to arrange for a raised dais or area for the main event. This lets the populace see the Royalty from wherever they are in the room.

#### **Note On Twelfth Night:**

Should you be hosting Twelfth Night, check the availability of the hotels and motels in that area or town. Check on price ranges with the Kingdom Exchequer. If the event is at a hotel which has a convention center, such as the Doubletree Inn in Modesto or San Jose, ask about "block rates" for rooms. This basically means reserving a portion of the rooms at a secured price for S.C.A. attendees (who generally give the reservation desk a pre-set code for the discount). Often attendees will reserve rooms 4 to 6 months in advance of Twelfth Night, so having the information as soon as possible is helpful.

#### **CONVINCING SITES TO LET US RENT THEIR FACILITIES:**

Convincing the local owners or managers of a site to allow us to use it can be challenging if they have no idea what we are about. How do we explain what the S.C.A. is about? Have some S.C.A. background literature printed to help explain the organization, either "Forward Into The Past" or similar literature. Try and have some photos on hand to show them. Be sure to let the owners know of our reputation for leaving the site cleaner than we found it, including giving them examples of sites we have (successfully!) used previously. When all else fails, let them know letters of reference can be obtained, if absolutely necessary, but try your best to use your own courtesy and clear explanations persuade them to let us use their site. So, possible information to bring/ send:

- The Page.
- The information, "Forward Into The Past", as well as various information sheets about the specific group (can be found at <http://www.sca.org/officers/chatelain/ForwardIntoThePast.pdf> ).
- Your S.C.A. membership card with you, just in case they ask to see it.
- Page copy from a past event similar to the one you're planning.
- Pictures are always great to have with you, such as a photo album especially for viewing for prospective site owners or caretakers. Showing them what we do, along with some of the pageantry of our events, can be a plus. Mark some photos for reference, such as a Coronet, Investiture, etc. Have some of the other events, such as equestrian, fencing, archery, Page School activities, etc.
- A copy of the current year's insurance waiver. This is the general waiver, but it does show that we have the insurance for our group, as well as the form that shows our non-profit status.
- A copy of the Kingdom fire regulations, which is found on the Internet site for the West Kingdom. Our regulations are often better than that which the site may require.

Please remember to let the site owners know that we are a non-profit, private organization and that this event will not be publicized or open to the public, that we are not a "renaissance faire." We will welcome modern-era folks in to visit, but we will not be making it a public venue and we do not wish any advertising

or publicizing of our event beyond our own publications, and any site fees we charge our attendees are to pay for the use of the site.

#### **ONCE THE RIGHT SITE IS FOUND:**

1. Get the name, address and phone number of your official contact and start a file on the event.
2. Get the total site cost, including deposit information and contact the appropriate Exchequer for discussing on what to budget and what to charge for site fee. Remember that site cost is a part of the final site fee configuration; your Exchequer will know how to assess this. Also, remember that you must assign the \$3 Non-Member Surcharge to site fees as well. If you have questions about this, contact your Exchequer.
3. Sign paperwork yourself (as autocrat) if you are hosting a small branch event. For Kingdom and Principality events, contracts **MUST** be mailed or faxed to the Seneschal to be signed; they will then send them back to the site.
4. If a deposit has to be put down to hold a site, make sure it is refundable. If it is a local event, get a check from the Seneschal/ Exchequer to deliver to the site. If it is a Kingdom or Principality event, the Seneschal will handle getting payment sent to the site (via the Exchequer) when you have the contract sent to them. Confirm this with them when you have the contract sent.
5. Insurance requirements: Find out what is specifically needed on the insurance. Does the site owners/ company/ agency/ require their name on the document? When is it needed in their office (for example, 30 days prior to the event, two weeks prior to the event)? Once these questions are answered, contact the appropriate Exchequer. If it is a branch event, they will give you a check to send to Corporate to order the Insurance. If it is a Kingdom or Principality event, the Exchequer will make the request through to the Corporate office themselves. Remember, should the site owners need their name specifically indicated on the insurance rider it will cost an additional \$50. (Note: This is also computed into the site fee amount.) See insurance section for additional information.
6. GET EVERYTHING IN WRITING! This will save headaches later on there is a problem with the site reservation, etc. Try to get a "non-cancellation" clause in the contract, if possible.
7. If it is an outside event, check the cost for port-a-let rentals and dumpsters. Ask the site if they know of someone in the area who handles these things, or otherwise look in the phone book/ Internet. Ask the company how many pumpings for the port-a-lets will be available for the weekend and when (once a day is the norm). Don't forget to also ask the cost and availability for handicapped port-a-lets (as these are generally more expensive. Note down the delivery times of these items, as well as the addresses and phone numbers for the companies.
8. When you have the information on the site, port-a-lets and dumpsters, e-mail or call the Exchequer and Seneschal with the information. Prior to final confirmation of any site, this information must be secured and given to these two officers. The Seneschal and Exchequer will discuss this with you, the costs will be totaled up and a comparison made to a previous event of the same nature. Taking into consideration the site, port-a-lets and dumpsters, newsletter and site handout printing, any other miscellaneous costs (toilet paper, items needed for setting up site). The Seneschal and Exchequer will let you know what site fee to charge, as well as what your budget will be for supplies (toilet paper, handouts, etc).
9. You may want to notify local law enforcement and/or fire department of the event so that they are not alarmed if they pass by and see a "strange event" going on. Take a copy of The Page with you to give them phone numbers, such as Kingdom or Principality Seneschals (use the term "vice presidents" or "regional supervisors" to explain these jobs to them), if they ask for it. Assure them of our own safety procedures and explain the role of the constables at our event, and let them know we will contact them immediately in case of emergency. Most importantly, give them your own name and cell phone number (or the number of someone who will be on your staff) in case they need to contact you.

### **Special Information on Insurance Policies**

The S.C.A. is covered by a \$1,000,000 combined single limit of liability (US/ Canadian) policy. We also have an additional Equestrian insurance coverage available, at an additional cost. If the site owner or manager does not require us to add them onto the policy, there is no charge for ordering the insurance rider from Corporate. You can write directly to the corporate office at the address below for proof of insurance. If the site DOES require that they be named on the insurance coverage, there is a \$50 charge. If you are running a Principality or Kingdom event, you will make your request, in writing, to the appropriate Exchequer for the insurance. They will send in the \$50 and have the insurance sent directly to the site owner or manager. If it is a local branch event, get a check from your local Exchequer and send the request yourself. See Appendix C for ordering information.

## **GENERAL EVENT TIME LINE**

### **90 Days Prior to Event:**

1. Start putting together your initial event copy for The Page:
  - a) **General Information:** What, where, when, site fee, autocrat name (S.C.A. and mundane name), address/ phone/ e-mail. If there is a separate merchant liaison or equestrian autocrat, include their name and email/ phone.
  - b) **Competitions and Activities:** Contact the Arts and Science Officers and the Copper or Wooden Spoon Minister for competition details, as well as any other Guilds who may want to hold competitions or activities during the event. Contact the Page School Minister, Minister of the Bow, Rapier Marshal and Equestrian Marshal for any possible activities.
  - c) **Amenities:** Include any especially nice things about the site that you want folks to know about, such as: showers, lots of shade, swimming, etc.
  - d) **Site Restrictions:** Include all site restrictions such as locked gates, no dogs, wet or dry site, newly planted trees, fire restrictions, additional sign-in information required by certain sites (primarily government such as county or state), parking limitations, etc.
  - e) **Site Hazards:** Lake/ river, snakes, insects, animals, high fire danger, etc.
  - f) **Site Fee:** Make sure you have set this fee (based on previous events income, budget costs, projected attendance, site and privy costs, etc) with the Seneschal and Exchequer first. DO NOT set your own site fee without talking to them first!
  - g) **Directions:** Make them simple and clear. Include mileage distances whenever possible, it helps. Check Mapquest or Yahoo! Maps for approximate distances. CAUTION: Try to drive the route yourself from all directions if possible and check exact street/ road names, freeway off ramp names/ numbers. One mistake can send the populace far from site.
2. Make copies of **ALL** correspondence regarding the event and keep in your event file.
3. Consult your event budget. This should have been done when you gave the site information to the Seneschal and Exchequer (see "Now That You've Found the Site" above). Keep all receipts and records of what you purchase so that you may be reimbursed (you will NOT be reimbursed if you lose your receipts!). You need to figure in copying gate handouts, any signs, surveyors tape for laying out roads and lists field, stakes, toilet paper, privy candles, etc.
4. Consider walking the site with the appropriate Seneschal, if possible. Make tentative plans for the placement of the lists field and fire lanes.

### **60 Days Prior to Event:**

1. Send in event copy to your hosting branch Seneschal. Only the Seneschal of the hosting branch can send Page copy to the Kingdom Chronicler, so e-mail it to them as soon as you can.
  - a. **Important Note on "Page" Copy:** Check "The Page" calendar area for the cut-off dates. The Chronicler strictly adheres to these dates. No exceptions! All "Page" copy is due the FIRST of the month PRIOR to the issue date, i.e.: August 1 for the September "Page". **Keep this mind and plan to accordingly to get your "Page" copy sent in!!!**



2. Make list field and road plans. Don't forget to plan out fire lanes and where appropriate pavilions/ camps will be located. (Royal Pavilion/ camp for Kingdom or Principality, Chirurgeon, Marshal, Heralds, Lists, Constable, etc. Contact these offices to see if space *is* needed for their office.)

### **30 Days Prior to Event:**

1. Call your site contacts and touch bases with all of them. Make sure everything is going okay. Have any necessary site improvements been made (mowing, etc)? Is the site in good shape?
2. Re-walk the site. Any new changes? If there are, note them. Talk to the caretakers or property management folks – anything new? Make notes.
3. Call or write all officers. Introduce yourself and ask for any special needs they might have (see Officer Section below):
  - a. Royalty. Ask Them if They have special plans, requirements, etc.
  - b. Constables
  - c. Chirurgeons
  - d. Lists
  - e. Marshal
  - f. Arts and Sciences
  - g. Any and all other officers who may need input. See the PAGE for a current listing of Kingdom and Principality Officers.
4. Contact the Principality or Kingdom Seneschal, if your event requires it, to check in and keep them up to date on what's going on with your event.
5. Start setting up your volunteer crews/ runners. Who will be your privy toilet paper crews, who will light the privy candles for you, who will be in charge of keeping an eye on other affairs for you and act as your errand runners, who will keep an eye on parking (if not the constables)? Organize this way ahead of time to make sure you'll have the team(s) you need.
6. Choose a primary assistant/ deputy. This person should be as knowledgeable about the site and as accessible as you, if possible. This person will be your stand-in in case of illness or emergency, or if you need to leave site for some reason (though you should ALWAYS send someone on errands for you, rather than leave site). Let the Seneschal and any other pertinent officers know who this person is. Also, be SURE to let the site owners know who this person is and that they have been duly "deputized" by you to handle site matters, if necessary.
7. Organize your after-event clean-up crew. It is very important to have a reliable crew who will help you when the event is over. The more, the better (and the sooner you can all go home and rest).
8. Arrange any deposits and payments for port-a-lets, dumpsters, water trucks, etc. Make sure that if deposits or payments were required that the company has received them.

### **One Week Prior to the Event**

1. Walk the site with the manager/owner contact, if possible. At the least, check in with them and confirm arrival times, who will be there to let you in, whether you are supposed to pick up keys ahead of time, etc.
2. Signs made? Check to make sure any arrows are pointing in the correct direction.
3. Drive the route and figure out placement sites for signs.
4. Double check on privies/ dumpsters, pumping, arrival and set up times, etc.
5. Go over final site plan, where everything will go on the lists field and within the site, etc. Merchants? Fire lanes? Mark any new additions to the site such as the addition of sprinklers, trees, etc. Plan room for a 12-foot ambulance clearance road around the lists field, behind pavilions/ tents.
6. Call the appropriate Seneschal, any changes?
7. Contact the Constable to see who will be CiC for the event (see Constable information below) and to make sure they have contacted the appropriate Exchequer (whether local branch, Principality or Kingdom) to get the seed money for gate. Remember that it is the Constable's job to handle this. Confirm what time they will arrive on site to open gate.
8. Contact your set-up crew to confirm that everyone is still available to meet you early that morning to set-up site. If you lose some crew members, consider finding new ones. You need plenty of folks there to help set-up roads, the lists field, etc.

### The Day Before the Event:

1. Pick up any keys when you meet with the on-site contact. Find out where restroom supplies are.
2. Meet with privy and dumpster delivery people, should this apply to your event (or make sure you know what time they are arriving on site the day of the event).
3. Print up a handout including a site map, and any last minute information about the site or event (i.e. the southernmost part of the site is now a swamp, the lists will begin at 10:30 a.m., etc.). The handout should have information on local grocery stores, gas stations, and medical facilities.
4. Have some sort of site token or parking pass if necessary (tokens are not an absolute necessity; especially don't stress yourself on site tokens for smaller events).
5. Make sure privies are going to be well stocked with toilet paper and lighting devices (glowsticks, candles in baby food jars, etc).
6. See list of things to bring, and make it up the week before. All these things should be brought with you to site (depending on the nature of the event). The hosting branch should pay for the materials such as toilet paper, garbage bags, surveyor's tape and stakes and possibly duct tape and sign materials, but confirm this with the exchequer and seneschal. Keep all receipts to give to your exchequer!
7. Make SURE you have a crew set up and ready to go to help you set up site, help do errands & monitor privies throughout the event, and be there for tear down when it's time to leave. You should not do this all by yourself!

### List of things to bring to event:

- Duct tape. Do not leave home without it; it will invariably come in handy.
- A tape measure to help measure out distances.
- Surveyors tape (bright orange, pink, etc) to mark off roads, lists field and other areas.
- Wooden stakes for the surveyors tape.
- A good heavy hammer or two.
- Card stock paper and a heavy black marker to make signs if necessary (to delineate camping space on the lists field, to make directional signs, to mark off places, etc).
- Garbage bags for clean up.
- Tea-candles in jars or glow-sticks for the privies.
- Toilet paper and paper towels to add to privy stock.
- Your cell phone -- be available and be able to call out!
- A combination lock with 4 tumblers if you need to do the Hastings Lock (1066).

### Things that are very helpful to have for the event:

- A shovel/ rake, to help if you need to clear the ground.
- Extra flashlights.
- Extra first aid kit (what if you need one while waiting for Chirurgeon to get on site?).
- An extra fire-extinguisher.
- Plenty of water for yourself during set-up and tear-down.
- Sunblock and a hat.

### The Day of the Event:

Give yourself plenty of time to get ready and get out to the site. Have plenty of water, sunscreen, paper, markers and some food for later in the day (see Appendix D: Event Supply Checklist). Don't forget a long tape measure. **REMEMBER TO BRING THE LIST OF ALL THE FOOTAGE AND AREAS YOU NEED TO SAVE!** It is very difficult to try and remember all the footage you need to map out without it.

1. On the way to the site, make sure to put out the S.C.A. directions signs (or assign someone else to do it). These are crucial, especially if the site is remote, the directions are a little odd, and for the folks who will be arriving late at night in the dark.
2. Be the first one on site with your primary helpers. **DO NOT BE LATE.** Meet your on-site contact, if necessary, and go over any instructions. Arrive several hours before your event is to start, so you

have plenty of set-up time. Make sure you talk to site owners/ managers/ rangers about emergency contact – how do we reach them if the gate is locked and we can't get out? Is someone on call 24 hours for gates or maintenance? Who do we ask for?

3. If it is an outdoor event: Mark the lists field and roads with stakes and surveyors tape. Mark out spaces for reserved pavilions, camps, etc (including your own!). Get your own tent set up early, if possible, so you don't have to worry about it later. If you can, have your own camp close to or on the lists field (consider a corner, so you don't take up the valuable real estate that others will be waiting in line at gate to get to). You need to be easily accessible, easily found. If you aren't going to be on the lists field, pick a spot that has some discernable feature (next to the stone privies, next to the horse arena, etc) that people can recognize and describe.
4. If it is an indoor event: Set up the dais/ stage arrangement, chairs for Court, tables for A & S or displays, gate table, feast hall tables and chairs, Page School areas, bardic or dance areas, etc. Mark these places with signs (so folks don't unwittingly set up in these places).
5. Delineate and mark Royal and handicap parking closer to camping (depending on the site conditions). You should also save a space for yourself as Autocrat, as you may need to leave to drive around site, do errands, etc.
6. Walk the site with the Constable-in-Charge (CIC) and pass on any pertinent information (site hazards, parking areas, etc).
7. Post signs or warning signs as needed around the site (not washing dishes in restroom sinks, not using water from faucets, not entering off-limits areas, etc).
8. Make your Autocrat's Point (or camp) known to all constables and officers; leave a note/ map at the gate (consider putting this in the handout, if possible and you know the location ahead of time).
9. Open site at the correct time; people will eagerly be waiting in line, and have gotten there early specifically to grab the space they want to camp in.
10. Stay available on or near the lists field, as this area will often generate the most questions about camping spaces, reserved spaces, etc.

### **Throughout the Event:**

Many things will run themselves, but be available and be flexible. The officers will run their own jobs; you don't need to handle them (heralds, constables, lists, marshals, etc). The first few hours will likely be hectic as people ask you about set-up areas, etc. Be ready to cover a lot of ground, and have a "deputy" who can run across site for you (as there will invariably be someone who wants you "here" while someone else wants you "there").

1. Make sure your household/ friends/ campmates understand your needs during the event and know that you will be busy with other things. Remind someone to feed you and help care of any chores for you.
2. Be sure to let Heralds know in plenty of time any announcements you need made. Don't run up to them WHILE they are making the announcement to tell them you have something to add (unless it's an emergency).
3. Be sure to get on Court business if you have any important announcements, but don't waste Court time if you don't need to.
4. Let your privy crews know where you'll be keeping the extra toilet paper and candles/ lightsticks so they know where it is if people come ask.
5. It is a good thing to make an announcement in final Court, before the event ends, to remind folks to clean up, where the dumpster is and to see you if they need any extra garbage bags (always include these in your event budget).

### **The End of the Event:**

At the end of the event there are a few items left to finish:

1. Have your clean-up crew go to work. Having children help with the trash pickups during the last part of the afternoon can be productive (consider planning a special incentive for the most trash gathered).
  - a) Make sure the privies are left clean;
  - b) Get the trash into the dumpsters and other trash containers.

2. Take the lost found items to the Constable-in-Charge.
3. Take down any signage.
4. Do a last “walk-through” to make sure the site is clean before you go home.
5. Turn in any keys or other items to the site staff/ owners.

### **One Week After the Event:**

1. Contact the Constable to ensure that the money and waivers have been turned in.
2. Contact your Exchequer to see if they require any further information from you.
3. Send any receipts and bills to the Exchequer for payment and reimbursements, if you didn't do so at the event. No receipt, no reimbursement.
4. Contact the site owner for the return of the deposit. Were any damages done when we at the site? If so, contact the appropriate Seneschal and Exchequer for repayment of the damages.
5. See that the site and all other expenses are paid for. Don't forget the receipts! Forward onto the appropriate Exchequer for their reports.
6. Make a file for future references on the site and pass it on to the Site Coordinator or Seneschal:
  - a) Contact names, titles, address, phone number(s)
  - b) Site information such as capacity, water, etc.
  - c) Recommendations for future use
7. Mail a copy of the file, with the event report, to the Kingdom and Principality Seneschals.

## **OTHER TYPES OF EVENTS:**

### **Wars:**

There are some fundamental site differences required for wars. Speak to your appropriate branch Marshals for the site selection/ requirements, along with any archery or equestrian officers if these events are going to be held in conjunction with the respective war. Naturally, you will want to consult with the current Royalty as to what Their wishes are, as the main war planning should be up to Them and the Marshals. Your job is much the same as any other event: to secure an appropriate site (with their input on war specifics), get “Page” copy in, contact the various officers to see what they require, and other steps listed above.

Remember these points in selecting war sites:

- The site needs to be LARGE. Principality/Kingdom wars need about 4-10 acres of relative open space. Diversity is good, too – trees, slopes, almost anything except scrub brush. War should be able to carry on in different locales for the varied scenarios. Small wars can be done on 2-3 acres, such as a large local park (i.e., William Pond Recreation Area, in Sacramento or Rancho Seco Park in Galt).
- Does the site allow missile weapons such as ballista, catapults or archery?
- Camping spaces: one-day wars need space for shade, water bearers and royal pavilions, whereas two-day wars need camping spaces available. Use the same criteria you would for a tournament, but include lots of extra space for the war scenarios. If you are unsure of site space requirements, consult with the Marshals.
- Contact the Waterbearers well in advance to make sure they will be there and coordinated for the war.
- Notify all the usual officers as you would a tournament at the Principality or Kingdom level.
- Parking can be a problem at some wars (especially one-day), make sure you have enough. Bear in mind that fighters have to carry their gear to the warfield, and try to ensure parking is as close as possible.
- Consult with the Marshal as to whether they will want any hay bales brought in for scenarios. If so, how many and where do they want the bales dropped off at? Remember hay bales are anywhere from 80-100 pounds each, depending on the balers. You will need to call local feed stores or feed suppliers to get prices/ delivery. Would the Marshal and Royalty rather have the wooden “castles” that the Kingdom has? Find out who has the trailer and can transport these.

- Order privies/ dumpsters as usual. If there are any questions on how many to order, inquire with the Exchequer to see how many were used at the last war.

### Archery Events (or events that will include Archery):

Archery requires some special considerations. Inquire with the current Principality/ Kingdom Minister of the Bow to check on regulations and requirements.

1. **Always** check with a site to see if they will allow archery. DO NOT assume.
2. Notify the Principality/ Kingdom archer of the site requirements and find out their needs (hay bale deliveries, etc).
3. Check with the Minister of the Bow for range footage requirements. The range must generally be at least 20 yards deep, with the ideal being 50 yards.
4. Do not have parking, equestrian or any other activities close by the archery field. Designate the area as “No Parking” and “Off Limits”, if necessary.
5. It is best to plan to shoot against rising ground, such as a hill, with an area in back that is smooth or with ground cover short enough and easy enough to spot the arrows.
6. If you do plan to shoot against a hill, check the back of the hill to make sure there aren't any humans, livestock or property behind it that may be hit.

### Equestrian Events:

These events are very specialized and regulated within the S.C.A. First, check with the site owner/ manager to see if horses are allowed. If so, you will need to request the special equestrian insurance rider from the corporate office, along with the regular insurance waiver.

1. Always consult with the Equestrian Officer or Equestrian Marshal in Charge (EqMIC) before you go “site-shopping” to see what the exact needs for equestrian activities are (stalling, space considerations, feed, mucking out, etc). If possible, consider having the Equestrian Officer come to the site and check it over for the use and any possible hazards.
2. Will there be enough parking to include horse trailers/ vans? Designate an area specifically for this, if needed.
3. Find out the stall fee for weekend events and what the extra fees are for arena space (if applicable). Will S.C.A. members be required to bring their own portable stalls or corralling?
4. What is the mucking out requirements (i.e., where to dump)? Do owners need to bring own bedding?
5. Is there sufficient room to hold equestrian activities on the event site if there isn't a separate arena/ livestock area?

**IMPORTANT NOTE:** Many people do not have the experience or knowledge to be able to control horses around flying banners, long dresses or waving cloaks, banging swords, clanking armor and shields, or other loud noises. Horses shy at the littlest things and at 1200 pounds or more can be lethal or cause permanent damage to someone who is close by or unable to control the animal. **Only S.C.A. authorized riders can participate at events.**

Here are several things to keep in mind if you have horses at a Kingdom/Principality event:

- The additional equestrian insurance waiver must **always** be requested.
- Signs should be placed around the barn and equestrian areas to let people know NOT to touch horses without owner's permission. Some horses bite, others are extremely nervous.
- Children **MUST** be supervised around horses **at all times**. Children should not be wandering the equestrian area without an adult present.
- You **must be authorized** to ride a horse at a S.C.A. event. Our insurance won't cover you/ us if you aren't. A horse owner cannot just choose to “let their friend ride”. To be authorized, consult with the Equestrian Minister or an Equestrian Marshal.
- Horses cannot be ridden in Court Processions, unless the court or royalty have been previously authorized “safe” by the Equestrian Officer/ Marshal. No exceptions. Make sure if they are in a procession, there are qualified people on each side of the horse. A bolting animal through court could be disastrous.
- Consult with the Equestrian Minister or EqMIC for further instructions.

## Feasts:

Feasts present unique challenges, whether they are held outside during a camping event, or held separately at an indoor hall. Feasts have two “autocrats”, in theory: the regular Autocrat for the event *and* a Head Cook (the person in charge of the cooking and serving). Both should have specific duties. **It is NOT recommended that you be both Autocrat and Head Cook (though this has been successfully done); there is too much work to do.**

Usually both folks work together, probably with a common theme for the event, and the Head Cook gears the food around that theme. Recipes are generally tried out prior to the final decisions on the food list; historical recipes and ingredients are used as often as possible (with consideration for modern palates) to emulate the food in period. As this handbook is mainly for autocrats, we will keep focus mainly on that job. For good references on being a Head Cook/ running a feast, consult with people who have done this job before or consider the articles in The Known Worlde Handbook.

When planning a feast, there are some basic considerations:

1. Determine the size of the group you are intending to attract. This will, naturally, determine the size of the site. If a similar event has been held prior, ask for the information on the total people attending the event, the hall amounts, food costs, etc. Remember to consider actual seating space, room to move around tables, an area for entertainers, and a high table for any attending royalty. Full kitchens are superb, but remember not all halls have kitchens, or it may be an extra cost. Head Cooks can do a lot of the cooking off site and merely warmed at the event, or they could have an outdoor spit arrangement for meats and poultry, which reduces the kitchen space needed to prepare foods. This will be up to their discretion and abilities. A refrigerator or freezer is obviously very helpful, as well as a microwave. Preparing items ahead, such as chopped vegetables, and bagging them ahead of time, actually saves time. However, fantastic feasts have been held at sites with very small kitchens; let the Head Cook decide if the kitchen will work for them.
2. Most feasts select a theme such as: Italian, Middle Eastern, German, the Crusades, etc. You don't always have to have a theme, but it does help when selecting recipes.
3. When the menu has been decided, a good suggestion is to make a small dinner, similar to that of the feast, for a select few folks. This tries the recipes out, fine-tuning them to the various tastes and to the final menu. Find out exactly how much food must be purchased for each recipe, what type of cookery – pots, pans, dishes – you'll need for preparation, and how many people you'll need to help in the kitchen.
4. Figure the costs out, and make the estimate a bit higher for your group's approval. Be sure to figure in the food, table and/or flower arrangements, entertainment or other decorations. Will you need tablecloths, candles, wall hangings, etc?
5. Set a cut off date for ticket sales before shopping for food. It is generally a good rule to restrict at-the-door sales. Most tickets should be purchased prior to the event. It is alright to hold tickets at the door, but try and pre-sell as often as possible.
6. Take advantage of sales and wholesale markets. Some chains will also give donations to non-profit groups; see your Exchequer for information on this. If you have utilized this with someone in your town, please send them a thank you after the event.
7. Make a menu and list of ingredients available to people who inquire because of food allergies or medical reasons, such as diabetes. You should also consider a few dishes for vegetarians.
8. On a smaller scale, all these suggestions and ideas can also apply to potlucks or a combination potluck/ feast. Consider having your group buy the meat, poultry or fish and have attendees bring potluck dishes by name assignment (A-I bring fruit or vegetable dishes, J-S bring breads and grain dishes, etc). Remind people to bring a dish that serves 8 – 10; if everyone brings only small dishes, people will run out of food.
9. Be sure you have plenty of helpers lined up. Cooking assistants, servers, cleaning crew are all needed to make your feast run smoothly. You should consider either letting serving crew eat for free, or at least half-price.

10. An area set aside for the populace to wash or rinse dishes is extremely nice. If this is impossible, consider letting the people know in your "Page" copy so that they can make plans or providing plastic bags for people to take their dishes home in.
11. A Page School area for the children is a nice idea.
12. Concerning entertainment:
  - a. Allow time in between the entertainment for periods of conversation. While entertainment is an excellent thing, people like to converse and visit with their neighbors as well. "Hostage Dinner Theatre" is not appreciated by those attending the feast and should be kept to small, tasteful amounts.
  - b. It is nice to have an area away from the entertainment for those who would prefer to spend the evening chatting.

As autocrat, your job is to get the hall reserved, make sure gate will be handled, sell tickets, do decorations, arrange entertainments, and clean up afterwards. All matters pertaining to preparing, cooking and serving food should be the province of the Head Cook.

### **Smaller (Branch Level) Tournaments, Feasts, Revels, Etc.**

1. The general time line still applies; just eliminate obvious steps referring to Principality and Kingdom events.
2. You should always formally invite the Royalty to your event. Feast tickets for them should always be free.
3. Site selection should be geared to your budget and the purpose of your gathering.
4. If it is only a one-day tournament or event, consider using a local park area. You can generally just show up and have your event, without having to reserve specific space (though you should **always** check on this with the local Parks and Recreation office). Also, you have the option of not charging a site fee, if you aren't spending money on reserving a site.
5. With a feast or indoor revel, be sure you have enough room for people to sit and room between the tables to move about. How about enough room for dancing? It is also nice to have an area where you can have entertainment, such as dancers, singers or a play.
6. Even if you are not having a formal feast or potluck, there should be tables set aside specifically for people to eat their own food at.

### **Demos:**

Demonstrations - or "Demos" - are one of the best ways to acquaint the non-S.C.A. world with what we do. They are also important to our educational standing, and can also be fundraisers for local events.

1. When scheduling demos, check with the local Chatelaine to confirm not only the function but also the calendar date. The Chatelaine should keep a record of demos and keep them spaced reasonably.
2. Don't confirm a date without checking with your Seneschal and other members involved first. Discuss several possible dates so there is less chance of conflict when settling on a date.
3. School demos should be set, if possible on Thursday or Friday afternoons. Evening events are preferable, when possible.
4. Find out how much time you will have to do the demo and what they want to see (fighting, dancing, music, heraldry, etc). Consider the audience, as each demo is different.
5. If the demo is only part of other activities, try to find out where you are on the schedule.
6. Bring tables, etc., if necessary for displays. Make sure live steel is acceptable to display.
7. If you are indoors and fighting, let the host know that they are in full armor and can ruin the floors. Fighters need to have at least a ten-foot overhead clearance, and should also have marshals/ spotters around the designated area.
8. You must have at least 25 square feet clear for fighting. Make sure if it's outside there are no potholes and is fairly level.
9. Remember to be well prepared to speak, answer questions and be engaging.

10. Donations to your local group are acceptable if the group requesting the demo offers it; **we do not ask for money ourselves**. Consult with your Exchequer to see what donations were given at previous demos, and accept the offer accordingly.

## **THE OFFICERS' ROLES AT EVENTS**

Sometimes some of these offices share space, which leaves more space available for others. Always check with the officers a few weeks before your event to see what their needs are. Some are required to be on the lists field, others do not need to be there. Some need special areas set aside at indoor events, some do not. Also, urge moderation when officers are saving space behind their office pavilions for their own personal camps.

### **Chirurgeons:**

1. The Kingdom or Principality Chirurgeon will designate a Chirurgeon in Charge for the weekend (or do it themselves).
2. They should receive certain information approximately 60 days prior to the event with any potential health concerns such as:
  - a) Dangers such as plants (poisonous), water, animals, insects, etc.
  - b) The location and directions to and the phone numbers of the nearest 24 hour emergency room, local ambulance service, fire station and police or highway patrol departments.
  - c) Nearest Emergency Room and/ or hospital
  - d) Nearest Medi-flight and/ or ambulance
3. The Chirurgeons will generally want a place on or just off the lists field to be accessible.

### **Constabulary:**

1. The Kingdom or Principality Constable should receive certain information approximately 60 days prior to the event:
  - a) Site map (if possible) showing the location of important site information such as lists field, privies, gate set-up, any potential danger areas (water, rivers, lakes)
  - b) Any relevant contractual points with site owners or managers pertaining to Constables, such as any of the following examples:
    - 1) Hours gate must be manned
    - 2) Fires – remember Kingdom Fire standards!
    - 3) Parking
    - 4) Equestrian (parking trailers, barns, etc)
    - 5) Dangers such as plants, water, animals, insects, etc.
    - 6) Near surface irrigation systems
    - 7) Are we sharing the site? If so, is there a contact name or other information?
    - 8) The location and directions to and the phone numbers of the nearest 24 hour emergency room, local ambulance service, fire station and police or highway patrol departments.
2. The Constable will have a “CiC” – Constable in Charge – for the event (if they are not doing it themselves). Ask who this will be and get their contact information. It will usually be a senior constable, but sometimes not, if it’s a smaller branch event. Check the week before the event to make sure they have contacted the appropriate Exchequer to get the seed money for gate, and what time they will be there to open gate. This is their responsibility.
3. Confirm whether the Constable in charge has a table for gate, as well as all the sign-in sheets. Again, this is their responsibility.

Only an approved/ warranted Constable can handle gate money. You need to coordinate with them and make sure someone will be available for gate. It is their job to run this, but it is your job to make sure that



they know someone needs to man the gate, especially with smaller events that may not have a senior constable available.

### **Heralds:**

The Heralds must have a place on the lists field, if a camping event, or a clearly delineated table area if an indoor event. Their jobs are important ones, and they need space to work. In some instances, such as in Cynagua, they share their pavilion with the Lists, which will help condense space on the lists field. All heraldic duties are solely their responsibility. Your only duties as regards the Heralds is to save them space, to let them know when you have announcements, and to thank them for the hard work they are putting in.

### **Lists:**

The Lists must be on the lists field for fighting events. Check with the Lists minister to see if they require anything for other events; there are sometimes champion tournaments or other fighting activities. As stated, in Cynagua, they share space with the Heralds.

### **Marshal:**

The Marshal must have space on the lists field if it's a fighting event. They will handle all marshallate concerns.

- 1) **Rapier Marshal:** Include them when you email all officers. They will let you know who is the Rapier Marshal in Charge (RMIC) for the event, what activities they will hold, and whether they need a space set aside for their own lists field or if they will be sharing the main field. Confirm this with the appropriate Royalty.

### **OFF ERIC:**

#### **Arts and Sciences:**

Arts and Sciences should be placed close to the lists field, generally on the corner of a road leading just off it, or close to some other identifiable and readily available spot. They will be holding competitions and having displays, as well as occasional classes, which need to be accessible to the populace.

#### **Chatelaine/ Gold Key:**

While these do not need to be on the lists field proper, it is *very* important that they be somewhere visible either on the way in from the gate or close to the lists field, where people can find them. The Chatelaine and Gold Key both play vital parts in our events, as they welcome newcomers and get them properly equipped. Again, on the corner of one of the lists field roads or another visible spot is important.

#### **Equestrian Minister:**

If there are equestrian activities being held at your event, the Equestrian Minister will generally handle this, or assign an "Equestrian Autocrat" to assist you, as well as having an Equestrian Marshal in Charge (EQMiC). This person will coordinate stabling and unloading of horses, as well as the games and activities. However, you yourself will still negotiate all the areas and costs when you obtain the site. The Equestrian Minister/ Autocrat will handle the horses once they get there.

#### **Minister of the Bow:**

Contact them to see what they have planned for archery activities, **IF** your site allows it. You must confirm with the site that they will allow archery, some sites do not.

#### **Merchant Liaison:**

Merchants at S.C.A. events are required to have a California Resale License/Permit to sell in this state. If they don't, they **can not** be allowed to sell. If it is a Principality/Kingdom event, the merchant liaison will take care of the merchant area. Contact the Kingdom Merchant Coordinator as soon as you have your site confirmed, and ask (never assume!) for their assistance in coordinating merchants. Some sites will require certain fees from us to allow merchants, some will not and there is a standard merchanting fee coordinated through the Merchant Liaison. If it is a local event, you can set the fee as you see fit, but merchants still must have a license. Make sure the merchants are close enough to the populace for them to enjoy the event as well as be accessible. Try to give them an area which has easy access for loading and unloading. They have more than the average S.C.A. participant does. Merchants should always be allowed into site early to set up.

**Other Officers:**

The Seneschal, Exchequer and other officers (both greater and lesser) do not need space reserved unless they are doing some specific activity. They are encouraged to NOT take up lists field space (unless they do so by getting in line and doing land-grab for their personal camps like the rest of the populace).

## APPENDIX A: S.C.A. INFORMATION

### The S.C.A., Inc. The Society for Creative Anachronism

#### **Introduction:**

The Society for Creative Anachronism, Inc. (herein known as the S.C.A.) is a non-profit, educational organization devoted to the study of the various aspects of the life, culture and technology of the Middle Ages and Renaissance. We were incorporated in 1968, but actually started in 1966. The S.C.A. publishes a quarterly magazine and regional newsletters for all subscribing members.

The S.C.A. is one of the “living history” groups, which means that members try to reproduce various aspects of the culture and technology of their period, as well as doing more traditional historical research. Our activities range very widely, including a much broader span of time and culture than most “living history” groups. The S.C.A. sponsors events such as tournaments, feasts and university sessions, where members dress in clothing based on styles worn in the Middle Ages and Renaissance, and participate in activities based on the civil and martial skills of the period. Our time periods run from approximately 900 A.D to 1550 A.D., and are for all world cultures during these time periods.

The main focus of most S.C.A. events is a form of combat, based on the tournaments that took place during the “high” Middle Ages. Participants wear replica armor, use weapons made from rattan, which have the balance and handling properties – *but not the lethal effect* – of the originals. Combatants fight on foot, following a system of honor and strict rules, which permit a realistic sport while promoting a **very high** safety record. Extensive training is required, and all participants sign waivers of liability.

Besides costuming, armoring and combat, activities include calligraphy, dancing, music, plus a variety of technical and social skills, which help establish the ambiance of life at a period court. The S.C.A. arranges contacts with members who can set up demonstration of combat, dance, heraldry or other themes designed to appeal to audiences of all ages. Teachers and leaders of youth groups are welcome to contact our members to arrange these events.

Please note that although the S.C.A.’s events are open to the public, but, in keeping with the emphasis on living history, rather than dramatic performances, everyone in attendance is expected to make an attempt to preserve the atmosphere and fit into the S.C.A.’s standards of dress and behavior. Unlike local fairs (i.e. – Celtic, Renaissance or the Scottish Games) the S.C.A. does not have merchants or entertainment for the general public.

The S.C.A. is worldwide and it is divided throughout into Kingdoms. Each Kingdom has a King and Queen, selected by tournament combat, wherein each entrant seeks the Crown both for himself or herself, and for his/her chosen consort. Some Kingdoms are big enough in area to include Principalities, ruled by a Prince and Princess, and are also chosen by combat. These regional organizations are responsible for the smaller branches based in local cities/counties. Here in Northern California, Northern Nevada, Alaska, Pacific Rim is called the Kingdom of the West. The Kingdom of the West is the first Kingdom created of the current 17 existing Kingdoms created throughout the world. The Principality of Cynagua, which is where we are located, covers the Central Valley, north to the Oregon border and as far east as Elko, Nevada.

## EVENTS

S.C.A. events are on three levels: Kingdom, Principality, and local, which are shires, baronies and provinces. These events are held throughout the Kingdom at parks, private ranches, public halls, hotels, schools and college facilities, which are rented by the S.C.A.. Each S.C.A. event must have one Society member, whom we call and "autocrat", appointed by the sponsoring branch in attendance. This person is responsible for the general conduct of the event and making all the arrangements for the rental/use of the site where the event will be held and any other requirements necessary to use the site in question. The Autocrat is the S.C.A.'s liaison with the site owner(s). The S.C.A. has a great reputation for leaving a site cleaner than it was when we came. Letters of reference are available upon request from previous site owners.

The S.C.A. provides a Certificate of Insurance for each site rented, with a liability of \$1,000,000. This certificate and all fees/deposits are provided and paid before the date of the event to the site owner. This also includes the return of all signed contracts regarding the rental of the site.

**Kingdom Events:** There are 9 major events, 3 tournaments and 3 coronations, a year; West/ An Tir War; 1 A & S tournament, and Collegiums.

Outdoor/ camping events:

- Crowns:            March/ June/ October    up to as many as 1,000 people\*
- Coronations:    May/ August                    up to as many as 850 people\*
- A & S:                July                                up to as many as 250 people\*
- West/ An Tir:    July                                up to as many as 1,200 people\*

Indoor/ one day events:

- 12<sup>th</sup> Night:        January                        up to as many as 1,000 people\*
- Collegiums:      April/ October                up to as many as 200 people\*

\* **NOTE:** these are high-end, rough attendance estimates and outdoor events are not representative of tents/pavilions for camping.

**Principality Events:** There are five major events a year: 2 Coronets, 2 Investiture and 1 war (each Principality hosts the Principality War once a year).

Outdoor/camping events:

- Coronets:         May/ October                up to as many as 650 people\*
- Investiture:      July                              up to as many as 500 people\*
- War:                September                    up to as many as 500 people\*

Indoor events:

- Investiture:      January                        up to as many as 400 people\*

\* **NOTE:** these are high-end, rough attendance estimates and outdoor events are not representative of tents/pavilions for camping.

**Local Events:** Each local group is required to host a local workshop, feast, tournament, and etc. yearly to keep their status. These events can be indoor or outdoor, and have as little as 20 people or as many as 100. The majority of these are one-day events.

## **APPENDIX B: EXAMPLES OF PAGE COPY:**

**November 5, 2005**

**Cynagua-Mists War**

**Golden Rivers (Sacramento, CA)**

The trumpets sound and war begins! All are welcome to the autumn Cynagua-Mists War at the beautiful William Pond Recreation Area in the lush Province of Golden Rivers. Come fight for your Princes and join in camaraderie, all for the low price of... what's this? It's FREE! While the County will charge a \$4 fee per car (self-pay), the event itself is absolutely free!

**SITE INFORMATION:** Site opens at 9 a.m. and closes at sunset. County charges a \$4 per car fee, please pay at the drop box to the left when entering the park. While there should be adequate parking, some of it is further down the road from the proposed battlefield; please consider car-pooling. Dogs **MUST BE** leashed (per county law) and cleaned up after.

**AUTOCRAT:** Anne Autocrat (Jane Doe), 12345 Any Court, Anytown, CA 95800. (123) 456-7890.  
person@email.com

**DIRECTIONS:** Take your best route to Highway 50 in Sacramento. Take the Watt Avenue exit and head North. Turn right onto Fair Oaks Blvd. At Arden Way, make another right. Follow Arden all the way until it dead-ends into the entrance of William Pond Recreation Area.

**October 28- 30, 2005**

**Cynaguan Fall Coronet**

**Rivenoak (Concow, CA)**

Their Highnesses invite the populace to a weekend of Chivalry and Honor as the Principality of the Cynagua holds its Fall Coronet Tourney. The Coronet Tournament is a festive and grand occasion; Their Highnesses encourage all fighters and consorts to bring banners to add to the pageantry and splendor accompanying the lists to determine Their Highnesses' successors. Their Highnesses have invited the Equestrian College to show their skills at the Joust. A Jousting Demonstration will take place on the List Field on Saturday morning, and all are encouraged to attend and learn of the equestrian arts.

Site opens Friday at noon and closes Sunday at 4:00 p.m. Archery is allowed on the site. Merchants are welcome on-site as early as 11:00 a.m. on Friday; please contact the Autocrat for more information. West Kingdom fire laws will be in effect. This site is on Concow Reservoir no swimming allowed, fishing from the bank is allowed with proper license. Dogs must be on a leash and attended at all times and need to be cleaned up after. RV's: no electric hook-ups are available. If you would like RV space, contact the autocrat prior to the event.

**Site Fee:** \$10 (members); \$13 (non-members); \$7 (ages 5-12); under 5 -free

**Autocrat:** Anne Autocrat (Jane Doe), 12345 Any Court, Anytown, CA 95800. (123) 456-7890.  
person@email.com

**Directions:** *From the south:* Take your best route to I-5 and go north towards Redding. Take the 70/99 exit toward Marysville/Yuba City, and continue north on Hwy. 70. Follow 70 through Oroville. After leaving Oroville, when you reach the top of the hill, there will be a sign that says "Concow School" with an arrow pointing left. This is Concow Road turn left here. \*\*Continue approximately 5.1 miles. You will come to a fire station near Ishi Trail. The entrance to Concow Campground is directly opposite the fire station.  
*From the north:* Take your best route to CA-99 S. follow to hwy 149 Turn LEFT onto CA-149. Turn LEFT onto CA-70 N. follow for 12.3 miles Turn LEFT onto CONCOW RD. \*\* follow from above. *From the east:* 395 north to Hwy 70 west through Quincy aprox. 56 miles turn right onto Deadwood Rd. (it jogs to the left) follow for 1.5 miles turn right onto Concow Rd \*\*follow from above.

## **APPENDIX C: INSURANCE INFORMATION**

### **INSURANCE CERTIFICATE ORDERING INSTRUCTIONS-EFFECTIVE 11/1/99**

**Please send payment, made out to the S.C.A., Inc., to P.O. Box 360789, Milpitas, CA 95036-0789**

We will also accept payment via email & fax. Please send your request & payment (Visa/MC only) to: Patricia@S.C.A..org or fax to 408-263-0641.

In order to facilitate prompt response when ordering insurance certificates; please follow the steps outlined below. Please allow 30 (thirty) days for completion of your request. Always include your legal name and daytime phone number.

### **HOW TO: USE A SEPARATE SHEET OF PAPER FOR REQUIRED INFORMATION & THE FORMAT LISTED BELOW ONLY.**

1. Name & Physical address of the site.
2. Beginning and ending dates & times of the event. For multiple dates, please list out all the dates.
3. Certificate Holder's Name & Address – (This is not your local group – it is the Church, Parks Dept., etc. who is requesting that they be furnished a certificate).
4. Additional Insured – The exact wording that the Certificate Holder wishes to appear on the certificate. They will provide you with the wording (confirm this when you reserve the site).
5. Fax Number (if applicable)
6. Routing Name for Fax (if applicable)
7. Event Coordinator: Name & Daytime Phone Number

### **ORDERING FEES:**

#### **General Liability Policy & International Policy:**

If there is to be named "additional insured", the fee is \$40.00. If "additional insured" is not requested, the certificate is free. **FEE MUST BE RECEIVED WITH REQUEST. PROCESSING WILL NOT BEGIN UNTIL FEE HAS BEEN RECEIVED.**

#### **Equestrian Policy:**

Each time the Equestrian Policy is activated, whether there is "additional insured" or not, the fee is \$40.00. **FEE MUST BE RECEIVED WITH REQUEST. PROCESSING WILL NOT BEGIN UNTIL FEE HAS BEEN RECEIVED.**

#### **Late Fee:**

If the 30 (thirty) day ordering period is not adhered to, there will be a \$100.00 late ordering fee charged. Occasionally, the site will delay requesting a certificate and the fee may be waived by providing the Corporate Office with a letter from the site owner (on letterhead) detailing the cause of the delay. However, the late fee will need to be paid with the certificate fee, and will be refunded after the Site Owner's letter has been reviewed.

**If there are any questions on ordering, consult with your Exchequer or Seneschal.**

## **APPENDIX D: AUTOCRAT CHECKLISTS**

Please bear in mind that this original list was made for Kingdom/ Principality events. Smaller branch events obviously won't have the exact same needs such as Royal Pavilions on the lists field, calling for field heralds, merchant presence, etc. If you have questions, ask your Seneschal. I have modified this list to include Day Of and During Event and Clean Up listings based on my own experience.

~ Maestra Bella Caterina Malatesta, revised May 3, A.S. 41.

### **Group Officers:**

You need to contact all officers before the event. This checklist will help you remember to ask: Do the officers have any special requirements or announcements? Do they need specific space? Do they have something to go in the "Page" copy or site handout? They may also have questions about the site that you need to address.

- Seneschal
- Marshal
- Heralds (talk to re: duty and field shouts, as applicable)
- Constables (talk to re: who will be Constable in Charge and opening gate)
- Lists
- Chatelaine
- Gold Key
- Chirurgeon
- Arts & Sciences/ "Spoon" officer (cooking): talk to re: competitions
- Page School
- Archery officer
- Equestrian officer: talk to about directing horses to stables, EqMIC, etc)

### **"Page" Copy:**

Event copy must appear in "The Page" for all events to be official. It also is then covered by the S.C.A.'s insurance. Make sure event copy is printed in the issue for the month of the event, as well as for the month preceding, if possible. "Page" Copy must be pre-endorsed by the branch Seneschal. **ONLY THE SENESCHAL can send in the "Page" copy.** The event copy must contain the following information:

- Date (day, month, and year)
- The opening and closing times for the event
- The name of the sponsoring branch
- The directions and location, including the name, street address (if available) and town of the site. Include site phone number if possible.
- Include pertinent information you have gathered about the site conditions, and any special information from the Kingdom/Principality/ branch officers.
- Site fee (only set this after consulting with Exchequer/ Seneschal.
- If advance reservations are accepted, let folks know who to make checks out to.
- Autocrat's name (legal and society), address, phone and email address.

### **Day Of The Event:**

- Post clear signs along the access route to the site that will be visible both day and night. White or fluorescent card stock with heavy black marker works if you don't have heavier wooden signs.
- Lay out the eric (100' by 200' for Kingdom, 100' by 100' for Coronet, or however much space allows/ is necessary) using the eric poles and ropes (if available) or stakes and surveyor's tape. This will be obviously be smaller for a smaller branch event. Check with previous autocrats or branch officers if you have a question on eric size.
- Reserve and mark space on the eric for the Royal Pavilion, Lists, Marshal, Chirurgeon, and Heralds. Constable, Chatelaine/ Gold Key and A & S are ideal at the junctures of the access roads with the eric, but check with all officers to see what their needs are, and if possible save more space on the eric for the populace. **NOTE:** Smaller branch events don't need the Royal Pavilion unless Their Highnesses/ Majesties have requested it – so ask them first!
- Mark the areas set aside for merchants and quiet/ noisy camping.
- Mark the parking area if necessary. Make sure gate knows where to direct cars.

- [ ] Make sure gate knows where direct merchants and equestrian folks; allow these people in early to get set up and situated.
- [ ] Constable in charge should arrange shade, table and chairs near the main entrance for the constabulary to run gate. If a smaller event, have a small table on hand for the gate.
- [ ] Make sure you have waivers and a person to run gate until the constabulary arrives, if necessary.
- [ ] Have one or two "Seconds-in-Command" so if you need to run to the privy or take a break, they can be in charge while you do so. You can also send them to the store for you, etc.

### **During Event:**

- [ ] Try to have someone who will remind you when to eat, when to put on sunblock, and generally help you take care of yourself.
- [ ] Make sure to have a crew set up to help you check the privies for toilet paper and lights at night. Send crew out in the evening before it gets dark.
- [ ] Make sure your heralds have everything they need: info pertaining to site, any announcements you need to make, etc.
- [ ] If Royalty is coming, personally welcome them and thank them.
- [ ] Go to Court to thank everyone for coming and to remind them of pertinent site info (garbage dump, keep away from water, don't wash dishes in sink or spigot, gate will be locked at certain time, happenings/ contests during the event, etc. etc).
- [ ] MAKE SURE you have a crew put together ahead of time that are going to help you clean site on Sunday afternoon.

### **Clean Up After Event:**

Remember that we have a reputation to uphold and we want to leave the site in perfect condition so that we are allowed to use it again. Make sure you have a crew together to help you.

- [ ] Pick up all stakes and guide-ropes.
- [ ] Take garbage bags around and clean up all garbage.
- [ ] Check permanent privies to see if they are clean, even if the site has its own caretakers – going the extra mile never hurts, and we don't want to leave a mess.
- [ ] Have someone go out and take down the S.C.A. signs on the way to the site.
- [ ] Make sure all garbage is in the dumpsters.
- [ ] Take out the candles/ glow sticks from the privies.
- [ ] Make sure there are no smoldering ashes anywhere; have extra water to pour on ashes if necessary.
- [ ] Take down any and all signs, surveyors tape, etc. Leave nothing behind.
- [ ] Gather all items left behind for Lost & Found to give to Constable.
- [ ] Check in with the caretakers/ managers before you leave to go over any last details.