

# Calafian Event Planning and Reporting Guide

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This packet is designed as a chronologically-ordered guide to help you plan your event. It will take you through the basics of each step in the process, and includes a number of tools to help make this process easier. In order to help you with the planning and reporting of your event, the Baronial Seneschal has created a Deputy of Events position. This person will be available to help you with any event planning concerns that you might have, and will be sending you reminders about upcoming deadlines. You can contact the events deputy at [events@calafia.org](mailto:events@calafia.org)

## GENERAL EVENT PLANNING

What is expected of you as an Event Steward? In short, you are the coordinator responsible for overseeing the event as a whole.

This does not mean you need to do everything yourself – in fact, it is much better if you don't try to – but the ultimate responsibility for the event falls with you. In modern terms, you are the general manager overseeing a team of staff who work together to make the event happen. In order to create a successful event, it requires some detailed planning and good communication to make sure everything gets done.

A few important tips to keep in mind for a successful event:

1. Select an excellent team of people you feel comfortable working closely with;
2. Use frequent and clear communication so everyone understands the expectations;
3. Plan as far in advance as possible and use tools to keep track of things;
4. Remain flexible with the event as things change;
5. Have fun with it!

### Staff Selection

The one thing that makes this job a whole lot easier: putting together a great team to staff the event. As the coordinator, one of your most important jobs is choosing the correct person for each task, then following up to make sure they have everything they need to get the task done.

Three key positions that can make your job a lot easier:

1. A co-steward: a partner to help you run the event;
2. A deputy: someone who is often learning the role, but can act as your backup;
3. A mentor: someone who is experienced running events and can help you along in the process.

Some things to keep in mind when selecting people to fill these positions:

- These people will be your backup if something happens and you are unable to be at the event;
- Utilize these key staff to divide up the work so nobody gets overwhelmed;
- Consider your own strengths and weaknesses and choose someone who complements you in these areas;
- Take into account schedules and communication styles: make sure these are compatible;

**It is critical that your co-steward is someone you can work and communicate with easily – you must have a well-functioning relationship or the event will suffer for it.**

### *Deputies*

All stewards are encouraged to have a deputy. This is a good learning opportunity for the deputy, and provides you with another key staff member as a backup. It is up to you and your deputy how their role is defined, but make sure you clearly establish the role and duties from the outset. Be sure to include the deputy in your communications so they know what is going on in case they need to step in.

### *General Staff*

The size of your staff will vary based on the type/size of the event. Some staff positions you may choose to have are:

- Gate (work with the exchequer to identify appropriate individuals)
- Activities such as games, contests, etc.
- Publicity
- Site layout
- Feast/Lunch
- Arts and Sciences\*
- Constable\*
- Herald\*
- Lists Officer\*
- Marshal(s)\*
- Youth activities\*

\*Denotes Baronial Officers: Officers are expected to perform their roles at events, but you should make sure to contact them to verify they are willing and able to attend the event and perform their duties. If not, ask them for their assistance to find a replacement. You are not required to utilize the Baronial officer for their specific role, but you **MUST** have their approval to use a different staff member.

Some things to keep in mind when selecting your staff:

- Build your team early and communicate often;
- Choose people you feel confident you can work with;
- Choose people you think will successfully accomplish their task;
- If you aren't sure someone will be able to handle a task alone, assign them a partner or find a different role;
- People want to feel their time is valued; make sure you have an actual task for each person on the team;
- The larger the event, the more volunteer opportunities there are;
- Touch base with your team regularly to check in on progress;
- Do not micromanage – trust your team unless a problem has been identified;
- If there is an issue, work together to solve the problem rather than taking over the task yourself;
- Communicate as clearly as you can and give people the opportunity to ask questions;
- Encourage your team to make suggestions and genuinely listen to their feedback.

**Miscommunication or misunderstandings are the basis of most conflicts among members of an event staff; try to work through these things as soon as a problem is identified so they do not become bigger issues later.**

### **Planning Ahead**

Planning should begin at least 6 months in advance. Make your critical decisions as early as possible, and share them with the team. You need to have a clear picture of what you want from your event in order to direct other people in a productive way. If you are disorganized and behind schedule, the rest of your team will be as well.

- Work with the Deputy Seneschal of events to make sure you know the deadlines and requirements
- Set a timetable for yourself when each item should be completed
- Use organizational tools to help you and the staff communicate and work together:
  - Google docs
  - Spreadsheets/checklists
  - Shared calendars
  - Email groups or FB group chats
  - Drop Box or other shared online tools
  - Binder or notebooks with the event planning materials
  - Regularly scheduled meeting to touch base (in person or online)
- Discuss the tools with your staff and choose something that works for everyone

### **Flexibility**

The one sure thing about planning an event: Things will happen that you don't expect.

It is important that you keep an open mind as you go about the planning process. Don't get too stuck on an idea – be willing to try out new ideas, consider things from a different angle, and always be willing to roll with the punches. Something is always going to go wrong, and usually in a way that has never happened before. You need to be able to be flexible to accommodate the changes, even if they mess up your carefully laid plans.

People who approach event planning with a very rigid set of expectations often end up very stressed when things go off-script. If you know that your personality tends towards rigidity more than flexibility, this may be something to consider when seeking out your co-steward. Try to find someone whose personality complements yours, and who may be more prepared to adapt to changes as they come up.

### **Have Fun!**

Event planning can be a lot of fun if you let it. There will be stressful moments and you may wonder what you were thinking, but in the end the takeaway should be fun. So find ways to make it fun as you go through the process:

- Combine planning meetings into dinner or coffee (bowling? game night?) with your staff;
- Focus on the interesting parts of the event (the activities!), not just the required administrative parts;
- Come up with a theme you really like and have fun finding ways to tie that in to other elements of the event;
- Get creative with it – come up with new contests, games, decorations, lunch ideas, etc.;
- Choose staff people you enjoy spending time with or that you want to get to know better.

If you look like you're having a good time, the guests at the event will want to have a good time as well. If you look like you're miserable, this will set the tone for your event. The easiest way to look like you're having fun is to actually enjoy what you're doing, so if you're getting into a rut in planning then it's time to re-evaluate your plan.

## **SITE SELECTION**

### ***First Priority: Finding the Site***

The first step in the event planning process is locating a site to hold the event. This can sometimes be difficult or time-consuming, so start as soon as possible. Many events in Calafia are held at traditional sites, but this is not required.

#### **Some Things to Keep in Mind when Selecting a Site**

- Consider the number of people attending and the activities that will occur
- Is a contract required, and if so, how far in advance of the event must it be completed?
- Does the site require a certificate of insurance? If so, does the site require that they be named as additionally insured? (Most of them do)
- Are there alcohol restrictions?
- Are there merchant restrictions?
- Are there weapons/combat restrictions?
- Is there enough parking (handicapped spaces too), and is there a charge for it?
- Are there enough restrooms/changing rooms?
- Does the site have set opening/closing times?
- Is there enough space for an eric with suitable terrain (expect a minimum of 4 40X40 erics)? Enough shade?
- Are we allowed to put stakes into the ground?
- Are pets allowed?
- Are there any security concerns about the area after nightfall?
- Proximity to population centers in the Barony

#### **Deadlines for Finding a Site**

Set deadlines for finding a site well in advance for each event:

4-6 months: tourney/outdoor event

6-9 months: banquet/indoor event, Kingdom tourney

9-12 months: indoor halls for a Kingdom event

#### **Deadlines for Reserving a Site**

Many sites have deadlines about how far in advance reservations are required. Always ask about:

- How far in advance a reservation has to be requested
- Deadline for when contract must be signed
- Deadline for deposit
- Deadline for final balance payment

Some sites do not send you a reminder about the deadline for the final payment, so put it on your calendar!

#### **Some Things to Keep in Mind when Using a Traditional Site in Calafia**

- Events at UCSD: the site must be reserved through a UCSD staff member or student org. representative. The Events deputy will help you coordinate with a UCSD representative.
- Events held at County parks (such as Potrero Park and El Monte Park) must be negotiated through the Baronial Seneschal; do not contact the parks yourself.

#### **Reserving Halls**

Stewards can reach out to indoor venues to inquire about price, availability, and how to reserve. Some ideas of indoor halls are: community centers, churches, fraternal organizations (such as Elks or Masonic Lodges), libraries, or private halls.

#### **Banquet Considerations**

- Identify a staff member to run the feast, and have them assist you with evaluating the site
- Number of attendees: set a limit to reservations, have a wait list if there is overflow
- Number of servers/kitchen crew required – is the space large enough for everyone to work in it?
- Budget Planning – cost of food and hall should be covered by site fees/feast fees
- Consider kitchen needs – what are the kitchen facilities? Will things need to be rented?
- What are the sources of water, cooking, refrigeration, clean-up?
- Will cleaning supplies be included/available?
- Will there be a cleaning fee/deposit?

- Is music allowed?
- Is alcohol allowed?
- Are the electrical hook-ups adequate?
- How is set-up tear down handled/billed?
- What are the venue's hours?
- Does the site require that only their staff can move the furniture around? This will affect how your layout is set up.

### **Obtaining Contracts, Certificates of Insurance, and other Official Documents**

**As soon as you can, get a copy of the contract for the seneschal to sign and find out if the site requires to be named as "additionally insured."**

Getting these documents completed correctly makes the difference between your event happening and not happening. It can take a while to get the insurance ordered or to complete a contract, so do not wait until the last minute.

### **Contract & Payment**

The Baronial Seneschal is the only person legally allowed to sign contracts for events in the Barony.

- If you are on a tight deadline, keep the seneschal informed so there are no hold-ups.
- You can communicate with the site to set up plans for the event, but only the seneschal can sign the paperwork.
- Once the contract is signed, the exchequer's office can write a check for the deposit/payment.
- Fill out a cash advance form and submit to the exchequer in order to get the check written.

### **Certificate of Insurance**

Almost all sites will require proof of insurance. The SCA, Inc. holds an insurance policy used society-wide which provides coverage for our group. A proof of insurance document is available from the seneschal upon request without a cost.

Many sites require to be named as "additionally insured" on our insurance certificate. This means the SCA, Inc., must order a special certificate that specifically names the site owners as being covered by the SCA's liability insurance. This provides a greater amount of liability coverage for the site. The site **MUST** provide their required language to be placed on the certificate. There is a charge of \$50 for each certificate, and these must be ordered more than 30 days in advance of the event or there is a significant late fee (currently \$275!). These certificates must be ordered from corporate by the Baronial Seneschal.

## EVENT ANNOUNCEMENTS

### Email Communication

Once you are awarded the bid, you will be assigned an official email address by the Baronial Webwright, i.e. [annivesary@calafia.org](mailto:annivesary@calafia.org), [leodamas@calafia.org](mailto:leodamas@calafia.org), etc. This will be hosted through a gmail account that you will be expected to log-in to to check your event-related email. This will be set-up automatically on your behalf once the bid is awarded. This is the email address that will be published in any event announcements. When your account is set up, you will gain access to the emails from the previous year's steward.

Additionally, your @calafia.org gmail address comes with access to GSuites. This includes google docs (word documents, spreadsheets, etc), google calendar, photo sharing, and a number of other tools. These tools are an excellent way to share information with other members of your team and to use for planning purposes. Like with your email, you will gain access to the previous year's steward's documents; these can be a very helpful tool for your planning as well. Use what has already been created so you don't have to start from scratch unnecessarily.

### Publishing your event

When getting ready for your event, there are two main reasons to publish it:

1. Publication in our newsletters is what grants the events coverage under the SCA's liability insurance;
2. This is how people find out about your event!

When you are putting together an event announcement, it should be published in all of the following venues:

1. The Crown Prints (this is absolutely mandatory)
2. The Serpent's Tongue
3. The Kingdom Calendar on the Kingdom Website (this cross-posts to the Baronial Page's Calendar)
4. A Facebook Event Page
5. Other social media outlets such as Facebook groups, Meet-up.com, etc.

When you submit your event announcement to the Kingdom, it will be published in the CP, added to the online Calendar, and have a Facebook Event created for it by the Kingdom Social Media events deputy. This is a process that happens at the Kingdom level without any additional action on your part. Start this process as early as possible, in order to have your event published promptly.

### The Crown Prints (CP)

After you have secured the site, you need to sketch out the basic framework of your event so you can put together your event announcements for the Crown Prints. Events **must** be published in the CP in order for them to be official. No official business (such as giving of awards, changing officers) can be done at unofficial events.

#### *Submitting to the CP*

- An announcement the month of your event and the month before is best;
- Announcements must be approved by the Baronial seneschal and Events Deputy prior to submitting:
  1. Submit your announcement to the Events Deputy for review prior to publication: [seneschal.events@calafia.org](mailto:seneschal.events@calafia.org)
  2. Once approved, submit to the CP by sending your announcement to: [events submissions@sca-caid.org](mailto:events submissions@sca-caid.org) and CC [seneschal@calafia.org](mailto:seneschal@calafia.org), [events.seneschal@calafia.org](mailto:events.seneschal@calafia.org), and [chronicler@calafia.org](mailto:chronicler@calafia.org) (for inclusion in the Baronial newsletter)
  3. Submit your announcement by the 1<sup>st</sup> of the month before the publication (i.e. April 1 deadline for the May CP)
  4. Submission emails should include the event date, title, and geographic location in the subject line of the email. (e.g. Calafia Anniversary should be sent with the subject line 11-05-16 Calafia Anniversary)

#### *Submission Requirements*

The CP has stringent announcement and submission requirements and should be kept brief. Please check the Kingdom website to make sure your article meets the guidelines: <http://chronicler.sca-caid.org/submissions.php>

The required information includes:

- Date of the event (day, month and legal year)
- Sponsoring group name (Calafia)
- Site location (name, street address, city, and ZIP code. Maps are not sufficient!)
- Time the site opens and closes (the o'clock times)
- Event Steward's name (both Society and modern)

- Event Steward's @calafia.org official email address
- Site fee and member discount fee, along with the statement: "Make checks payable to SCA Inc./ (group name)".
- If there is no site fee, please state "There is no registration cost for this event."

Additional information you may want to include in your event announcements are:

- The site's alcohol policy ("wet" usually means alcohol is allowed, "damp" means beer/wine, and "dry" means no alcohol is allowed).
- Any site restrictions (such as no smoking, no stakes, etc.)
- Any pet restrictions
- Parking details (this is important for events at UCSD since parking tickets are costly there)
- Schedule for the day
- Feast information and fees
- Cut off dates for reservations
- Merchant information
- Directions to the event site(s)
- Information about activities such as games, contests, classes, etc.
- Information about the fighting/archery scenarios
- Information about youth activities

### **Additional publications & updating your event information**

Because your CP announcement is used to fill in the Kingdom Calendar and create a Facebook Event Page for your event, it is not necessary to individually submit your event for publication.

As you get further in your planning, you may have additional information you want added to your event information. You can submit a revised announcement to [events submissions@sca-caid.org](mailto:events submissions@sca-caid.org) to get your event information updated in the CP, calendar, and Facebook.

#### *Serpent's Tongue*

Submit your announcement to the Baronial Chronicler at [chronicler@calafia.org](mailto:chronicler@calafia.org). The easiest way to do this is to CC the chronicler on your CP submission. The ST is not limited on space, so you may submit longer announcements or additional types of information about your event to the ST.

#### *Online Calendar*

Any changes needing to be made to the calendar should be done so through the event submissions email so the changes can be made across the board. If you notice any errors or see something that needs to be adjusted on the calendar itself, you can contact [calendar@sca-caid.org](mailto:calendar@sca-caid.org)

#### *Facebook Events*

The Kingdom Deputy Social Media Officer will create a facebook event for you from the Kingdom Facebook Page. You will be able to post in the discussion section of the event, invite attendees, and share the event, but you will not be able to adjust the content. If you need something updated, contact the Kingdom Social Media Events Deputy at [fbevents@sca-caid.org](mailto:fbevents@sca-caid.org). Facebook events for local activities such as demos, meetings, and other Baronial level functions are created and managed by the Baronial Social Media officer.

#### *Baronial Website*

Event information for the Baronial Page is cross-posted over from the Kingdom Calendar, so there is no need to submit additional information to the Baronial website directly.

## PLANNING YOUR EVENT

Now for the fun part! Planning should begin as soon as possible after the bid is awarded.

### Event Planning Meetings

The Events Deputy holds a monthly planning meeting on the 1<sup>st</sup> Thursday of the Month at Allied Gardens. All stewards are expected to attend this meeting. The purpose of the meeting is to assist you with planning and make sure you aren't missing any critical deadlines. This is also a perfect venue to ask questions and bounce ideas off of other stewards and experienced mentors in the Barony. This meeting's sole function is to assist stewards with planning their events, so please take advantage of it!

### Budgeting

The exchequer will work with you to create a budget based on the cost of the site and the event costs from the previous year. Things that need be included in your budget are:

- Site cost
- Food costs if there is a lunch/feast
- Cost for event supplies: activities, decorations, prizes, printing needs, tokens, office supplies, equipment rentals, etc.
- Insurance costs

Once your expected expenses are determined, this will help figure out how much to charge as a site fee to cover the costs.

**All events held in Calafia are expected to break even** – no event should be bringing in less money than is spent to put the event on. If you are anticipating small attendance at an event, the site should be free or very low cost, and you should not spend a lot of money on frills for the event. If you are anticipating a large attendance, you can scale up the niceties.

If at any point something changes with the event - there are unexpected fees, attendance seems like it will be low, etc., bring this to the attention of the Seneschal or Exchequer right away. They can provide support or help find other ways to cover costs. It is never expected that you will spend your own money to cover costs for an event; the Barony is doing well financially, and even if there are unexpected costs, these will be reimbursed by the Barony as long as they are approved ahead of time.

**You will not go through this process alone; the exchequer will help you create the budget and is available to answer any questions you might have.**

Some ways to cut costs for events:

- Use your connections in the Barony: Many venues offer discounted rates to employees, members of clubs or congregations, or people otherwise affiliated with the venue. Community rooms in housing developments, lawns or meeting rooms at offices, classrooms at community colleges, etc. are all places we have used in the past. UCSD Stonehenge is a free site!
- Recycle old site tokens – these can be given new life with a fresh coat of paint or the addition of beads/decorations
- Get prizes donated or make them. Many artisans in the Barony have been willing to donate an item or two as prizes in the past. Cookies or homemade bread are also great prizes!
- Ask a household, war band, or guild to sponsor the lunch – they get to keep the proceeds and there is no overhead for your event budget.
- Find someone who is able to donate the photocopies for the event (waivers, handouts for feast hall directions, info for games/contests). Many people in the Barony are able to make copies at work or school without cost.
- Seek donations from the community. The SCA is a non-profit organization, and any donations made to the group are tax deductible. This can be a great way to get supplies or prizes donated to your event
- If you're planning on having games or classes, see if you can get the supplies donated. Many members of the Barony have a lot of arts/crafts supplies that aren't necessarily being used, and they might be willing to put them forth for a good purpose.

### Event Theme

Event themes are not required for events, though many stewards do choose to have a theme. A few of our events have traditional themes – Leodamus is typically Greek or Roman, Leif Erickson is typically Viking, etc. However, feel free to think of creative options or new ideas; tradition doesn't mean we can't try new things!

- People have been enjoying novel themes in events and these events have been very well attended
- Your theme can be minimal or can be incorporated into many aspects of your event
- A theme can give you a focal point for your ideas/ a central idea to work around
- A theme can help narrow down your focus if you are struggling with too many options

## Feast Planning

Feasts can be a nice touch at the end of an event. Some things to consider:

- Check with the feast steward to make sure the kitchen is adequate;
- Feast stewards need to design their meal based on the facilities available to them;
- Plan and test the menu out ahead of time;
- Publicize the menu far in advance; people decide if they're attending the feast based on the menu;
- The feast budget needs to be detailed and the steward need to stay within the approved expenses.

There are several important roles in feast planning:

- Menu planning – this is usually done by the head chef
- Procuring the food and supplies
- Organizing the servers
- Obtaining the hall
- Planning the décor for the feast hall
- Arranging entertainment
- Collecting feast reservations
- Cooking the meal
- Directing the servers during the feast itself (“front of the house”)
- Serving at the feast

These roles can be split up among several people or just one or two. **It is critical that the person running the kitchen not also be in charge of organizing the servers – they are too busy behind the scenes.** The person running the front of the house should be able to work closely with the head chef so that there are clear expectations of the role each person will have, and there is no conflict in the middle of the feast.

Decorations and entertainment can be as elaborate or as minimalist as you like. It is nice to have some entertainment planned between removes as it gives feasters something to do and can buy the kitchen staff time if things are going slower than expected.

If you do not have a lot of budget for decorating the hall, there have often been table decorating contests where guests supply their own set-up and the event staff just provides a prize for the nicest table. Heraldic banners and other SCA display items have often been used as decorations.

## Activities at your Event

In addition to the bare bones required to get an event off the ground, you want to make sure there is FUN stuff to do at your event. We very often have standard double elimination tournaments for our 3 fighting forms, with some thematic games or contests and Arts and Sciences activities at most events in Calafia. However, there is NO REASON you need to stick with that template at your event. Have ideas that are outside the box? Things that we've never tried before? Weird and wacky ideas? Let's give them a shot! There are a lot of small day events in Calafia, which means there is a lot of opportunity to try new things. If there is something unique and different about your event, people are a lot more likely to be interested in coming to check it out. Some types of activities we have done at events in the past are:

- Quizzes pertaining to the theme of your event
- Poetry or limerick contests
- Story telling contests
- Athletic events, such as Greek Olympic activities, “chariot” races, “javelin” throwing, Medieval and Viking sports
- Dancing
- Musical performances
- Bardic contests
- Arts and Sciences competitions or displays
- Classes – either pertaining to the theme of your event or not
- “Art” projects (think along the lines of kindergarten crafts – building Greek temples out of sugar cubes, medieval coloring, etc.)
- Garb contests pertaining to your theme
- Unusual fighting scenarios (melees, small teams, unusual weapons)
- Scavenger hunts or Social games such as murder mysteries or assassins where people have to go around and get clues from different people throughout the site

Feel free to get as creative as you want to with these activities. Having a few different kinds of things for people to do is a great idea – it will allow people with diverse interests to get involved. Just be careful not to add so many things it is hard to get through them all in the allotted time.

### **Martial Activities**

The standard martial forms in Caid are Armored Combat, Rapier, Unarmored Combat, Youth Combat, Archery, Thrown Weapons, and Equestrian. Most sites we use do not allow us to hold Equestrian activities, and Archery/Thrown Weapons are not allowed at all of them either. Make sure you are familiar with the site's policy about martial activities, particularly equestrian and archery/thrown weapons, before planning these events there.

The four martial forms are expected to be represented at each tournament the Barony holds (provided there are interested participants). It is nice to also include archery/thrown weapons activities whenever feasible. Make sure you do contact the marshal for each of these forms well in advance of your event to ensure that the marshal knows you would like to have these activities at your events so he or she can make sure there is enough marshal staff present.

### **Gate Requirements for the Event**

Gate is one of the most critical pieces of your event. There are a few rules and regulations pertaining to this area:

- The Exchequer will work with you to make sure your gate runs smoothly;
- The event steward is responsible for getting a cash advance check issued by the exchequer ahead of the event and using this to get gate box change for the event; you may NOT use your own money in the gate box;
- A gate box, including copies of the site waivers, is provided by the Barony and will come to the event in the trailer;
- The exchequer must approve your gate staff ahead of time, and can give you a list of recommended gate staff;
- Gate should be set up promptly so it doesn't slow down the rest of the event;
- There must be two people working gate at all times if money is being collected;
- Anyone handling money must be a paid member of the SCA;
- The SCA anti-bullying policy must be displayed at gate; copies of it are located in the gate box;
- Gate is responsible for getting an accurate count of the number of attendees, both members and non-members (non-member fees are submitted to Society after the event);
- Gate is responsible for collecting signed waivers for each non-member;
- Parents must sign waivers for all children under 18 unless the child has their own blue card. If a minor is attending the event with an adult other than their legal guardian, the adult needs to have a signed and notarized copy of the minor's waiver and medical authorization waiver, signed by the minor's legal guardian. If they do not have this information, they cannot attend;
- If there is no site fee for the event, one person must still work gate to collect waivers;
- Gate should stay open into the early afternoon;
- When it is time to close gate, the Exchequer will work with the gate staff to count the money, then collect and deposit it into the bank;
- After Gate is closed out, the signed waivers are given to the Seneschal, who turns them in to Kingdom for storage.

### **Getting Equipment to the Event**

As the event steward, you are responsible for making arrangements for the Baronial equipment you need to be brought to the event.

- You may use any infrastructure items owned by the Barony;
- The Keep Keeper will provide you a list of what is available;
- You are expected to assist with loading the trailer for your event. Additional volunteers may be helpful;
- Email [keep@calafia.org](mailto:keep@calafia.org) to make arrangement for the gear you need and to schedule a load time;
- The Baronial Guard Captain is responsible for finding someone to haul the trailer to the event; contact the Guard Captain at [COTG@calafia.org](mailto:COTG@calafia.org) to confirm this has been done.

Some key infrastructure pieces to consider:

- A pop-up/shade, tables and chairs for gate
- A pop-up/shade, tables and chairs for lists
- A&S and Heraldry have their own pop-ups/shades, but will need extra space
- A pop-up/carport and tables for the lunch crew to work on
- A pop-up/shade, tables and chairs for any contests, activities, or fundraisers you may be doing
- Extra ropes and poles
- Archery targets if Archery is happening

### Event Setup

You are responsible for the layout and overseeing the setup of your event. It is important that you have a setup and teardown crew identified ahead of time – you will want at least 3-4 people.

- The Baronial Court and Guard are responsible for setting up the Baronial pavilion and nothing else;
- The Baronial Marshal(s) are responsible for setting up the erics;
- The event steward is responsible for making sure ALL other event infrastructure gets set up appropriately

### A Note on Youth Activities

When holding sponsored youth activities at an event, it is a requirement of the Society that there be two unrelated adults present to supervise the activities, and that a background checked individual be present at the event to oversee everything (and make sure this person knows they are on duty!). **The two unrelated adults must be present at all times while youth activities are occurring.** If one person has to step away, a replacement must be identified or the activity must cease.

If there is a Baronial Youth Officer, this individual will ensure that we are in compliance with these policies appropriately. However, if there is no Youth Officer, you may still have youth activities as long as the supervision rules are followed correctly. If you do want to have youth activities under these circumstances, make sure to consult with the Seneschal to find out who the qualified background checked individuals are, and make sure all the rules are being followed. Informal activities such as passing out coloring sheets or putting out projects for kids and their parents to work on on their own can be done without having formal classes.

### Reporting on Your Event

You are expected to make monthly updates at the Event Planning meeting and at the Populace meeting. These can be sent via email if you are unable to attend.

After the event is over, each event steward is required to fill out the Kingdom Event Report form located here: <http://www.dev.caid-commons.org/eventreport>

This report is used by the Kingdom for financial reporting purposes which are essential to our non-profit status, and helps generate the correct non-member fees expected by Kingdom. A copy of this report must also be submitted to the Baronial Seneschal and Baronial Exchequer by the Populace Meeting following your event. Reports help out by:

- Providing information about what worked well and what did not
- Describing any problems that occurred
- Helping improve events in the future
- Assisting with budgeting for events in the future

**Make sure to keep a copy of the report for yourself in case there are any problems with submission. It is recommended you write the report as a google doc or word doc, and then cut and paste into the online template.** When the report is successfully submitted, you will receive an email confirmation. You may need to submit multiple times before you receive the confirmation.

One final thought: If you have had staff members who have done a tremendous amount of work for the event, please consider writing an award recommendation letter to the Kingdom or the Barony. If an award recommendation is not appropriate at the time, consider giving them a token of your personal thanks. This could be a note, a small favor, or a small gift of some sort that is meaningful to you. Our volunteers make the SCA happen, and one of the best way to retain volunteers is to make them feel appreciated.