

Running an SCA Day Event

By Baroness Tyna MacPhersone

So, you are interested in running an event. It is a fun and rewarding experience. You do not have to do it alone, there is a team of people to help you out.

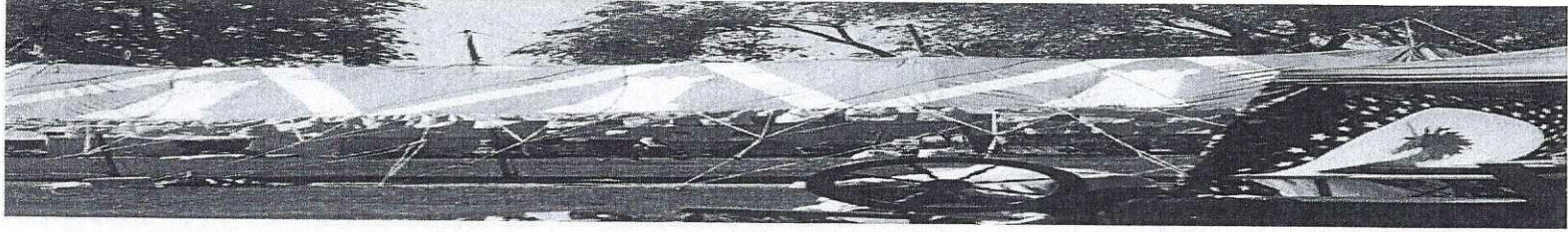
Every Barony has their specific way of bidding and running events. There is no one way and new ideas are great. Just make sure you run the new ideas through your seneschal and Their Excellencies (TE). Choose a co-steward you feel comfortable working with. Only one of the stewards needs to be a paid member.

Bidding for Day Event

Once the Kingdom releases the next year's calendar, events are open for bidding. The best way to find out about upcoming events is to attend your local Baronial Council Meeting. Once you know what event you would like to run, let the seneschal know you are interested and then prepare a bid. The goal is to break even or make money when you submit a bid.

For the bid you should include the following information:

1. What is the event?
 - a. Name the event you are bidding.
 - b. Do you have a theme? Check with TE. They may have a theme they are interested in for the event. If they do not, run your creative idea by them for approval.
2. Where will it be?
 - a. Finding a site can be difficult. Reach out for help with this. This does not need to be set in stone when you submit your bid.
 - b. Things you need to know
 - i. Is this indoors or outdoors?
 - ii. What is the expected attendance for the event?
 - iii. Is there ample parking?
 - iv. Can we have stakes in the ground, for outdoor events?
 - v. Do you need a kitchen, if indoors?
 - vi. Does the site supply tables and chairs, if indoors? Or have picnic benches, if outdoors.
 - vii. Is it handicap friendly?
 - viii. What is the bathroom situation?
 - ix. Does the site require to be additionally insured?
 - x. Can you have merchants? This needs to be confirmed with the site and city.
 - xi. Try to visit the site. This will help you decide how you are going to set everything up for the event.
 - xii. What is the site fee? Do they need a deposit?



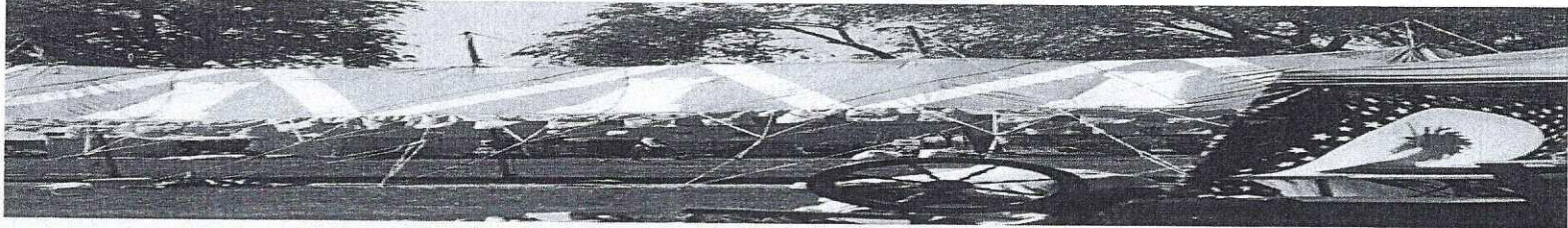
3. Who are the stewards?
 - a. There needs to be two stewards, preferably not from the same house or family. If there happens to be a family emergency where they need to step back, it usually affects the entire family.
 - b. It is required for one of the co-stewards to be a paid member.
4. What activities will be happening?
 - a. Check to see if this event has traditional activities that occur.
 - b. Listed below is a list of possible activities that can be at an event.
 - i. Fighting; heavy, rapier, archery, thrown weapons, youth
 - ii. Arts and Science Activities (A&S); competitions, classes, bardic
 - iii. Animal activities; equestrian, hounding
 - iv. Games
 - v. Special events; Baronial stepping up, vigils
5. Will there be food served?
 - a. Is there a populace lunch?
 - b. Is there a Royal lunch?
 - c. Is there a feast?
6. Budget
 - a. A budget needs to be submitted with your bid. See below attachment 'Event Budget Worksheet'.
 - b. This needs to be approved by the Baronial financial committee. If this is a Kingdom event, it needs to be approved by the Kingdom Exchequer.

Budgeting for Event

Budgeting is important. This helps determine the price of gate fees. Reach out to the Baronial Council if you need help with this.

Below is a list of what you need to budget for:

1. Expenses
 - a. Site Deposit
 - b. Site Fee
 - c. Insurance
 - d. Site Favors
 - e. Prizes



- f. Food
- g. Contingencies
- h. Other, to be listed

2. Income

- a. Site Fee
- b. Merchant Fee, if applicable
- c. Feast/Lunch Fee
- d. Other; fundraisers

Pre-Event

You won the bid!!! Congratulations!!! This is where most of the work occurs, but you are not in this alone. Create an event group with all the key players. Hold meetings monthly with your group up until the month of your event and then hold them weekly. Delegate, you are not alone.

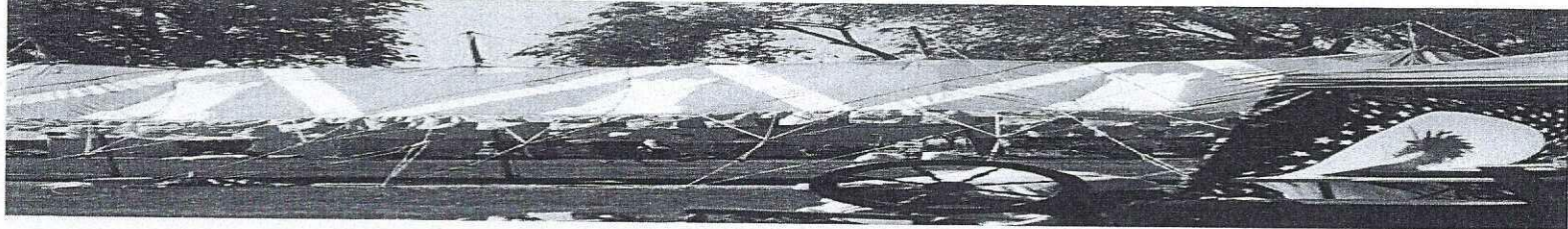
It's important that either you or your co-steward attended the Baronial Council meetings to update them and get needed help.

1. A year to eight months before event

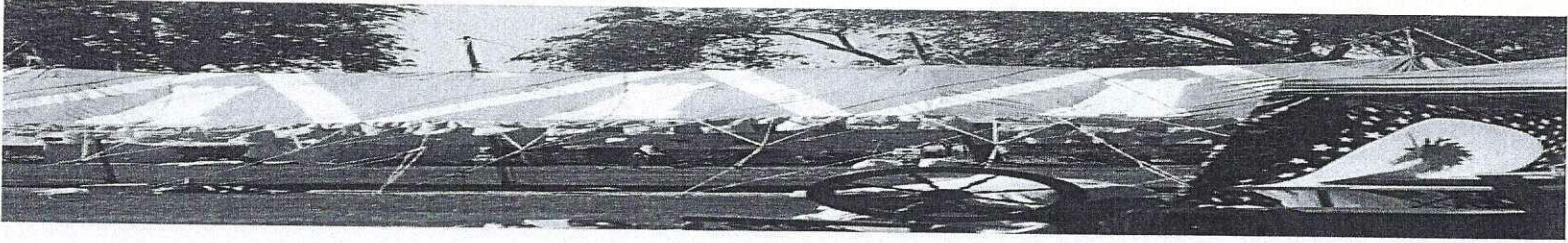
- a. Lock down site
 - i. The seneschal is the only one who can sign contracts.
- b. Submit a check request to your exchequer for site deposits and/or fees.
- c. Assemble your team
 - i. Herald
 - ii. Constable
 - iii. Lists
 - iv. Gate
 - v. Marshals for all combat styles
 - vi. Chatelaine
 - vii. Youth Activities
 - viii. Feast or Lunch 'ocrates
 - ix. Arts & Sciences
 - x. Games
 - xi. Other; fundraisers

2. Six months before event

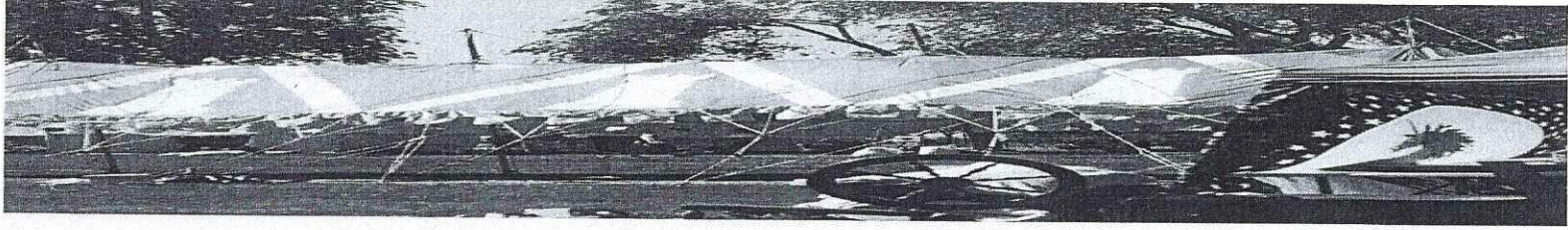
- a. Give monthly updates at Baronial Council
- b. Have a staff meeting



- c. Submit event information to Kingdom Calendar
 - i. Request an event email from the webwright before you submit your event to Kingdom. They will not post personal emails. Give the webwright both stewards' emails so the emails will forward to you both.
 - ii. To be an official event, the event needs to be published on the Kingdom Calendar and in the Kingdom newsletter. This needs to be submitted no later than two months before the event.
 - iii. This is usually requested by your seneschal to events submissions@sca-caid.org and should have the following information:
 1. Date of Event
 2. Sponsoring group name
 3. Site location
 4. Site restrictions
 5. Time site opens and closes
 6. Event Stewards' names
 7. Event email
 8. Event Registration Fees
 9. Event description
 10. COVID Disclaimer
 - d. Obtain proof of insurance if the site needs to be additionally insured.
 - i. Request from your seneschal
3. Five months before event
 - a. Start working on site tokens
 - i. Is someone making them? Do you need to order them? Do you need a work party to assemble them?
 - b. Prizes
 - i. See if someone is willing to make them or do you need to purchase
 - c. Give monthly updates at Baronial Council
 - d. Have a staff meeting
 4. Four months before event
 - a. If there will be classes, make sure you have someone reaching out for class submissions and putting a schedule together with a deadline for submissions
 - b. If there is bardic, make sure you have someone running the bardic for the day
 - c. If there are A&S competitions, make sure someone is lining up judges.
 - d. Draft up an event schedule.
 - e. Update the event information on the online calendar and Facebook event.



- f. Talk with TE to see if they will be inviting Royalty or if they would like you to reach out
 - g. Talk with any Champions who will be responsible for any activities at your event and to request any regalia that needs to be returned.
 - h. Give monthly updates at Baronial Council
 - i. Have a staff meeting
5. Three months before event
- a. How are you? Take a breath.
 - b. Give monthly updates at Baronial Council
 - c. Have a staff meeting
6. Two months before event
- a. Give monthly updates at Baronial Council
 - b. Have a staff meeting
 - c. Update the event information on the Online calendar and Facebook event.
7. One month before event
- a. Give monthly updates at Baronial Council
 - b. Have weekly staff meetings. Make sure everyone is up to date and ready. Ask if anyone is in need of help.
 - c. Update the event information on the online calendar and Facebook event.
 - d. Follow up with Feast/Lunch 'ocrats
 - e. Send out requests to the populace for anything you may need
 - i. Tables
 - ii. Chairs
 - iii. Tablecloths
 - iv. Volunteers for set up/take down
8. The week before the event
- a. One last meeting. Follow up with everyone to confirm they are on task with what they volunteered to do.
 - b. Make sure signs for the event will be delivered
9. Night before event
- a. What are you wearing?
 - b. Pack what you need for the event



- c. Prepare what you will say in court
- d. Get a good meal
- e. Go to bed early

Event Day

Be first on site. Delegate. People are there to help. Give them something to do.

Things volunteers can do:

1. Set up the event signs
2. Set up tables and chairs
3. Direct traffic
4. Help TE set up
5. Help the Royals set up

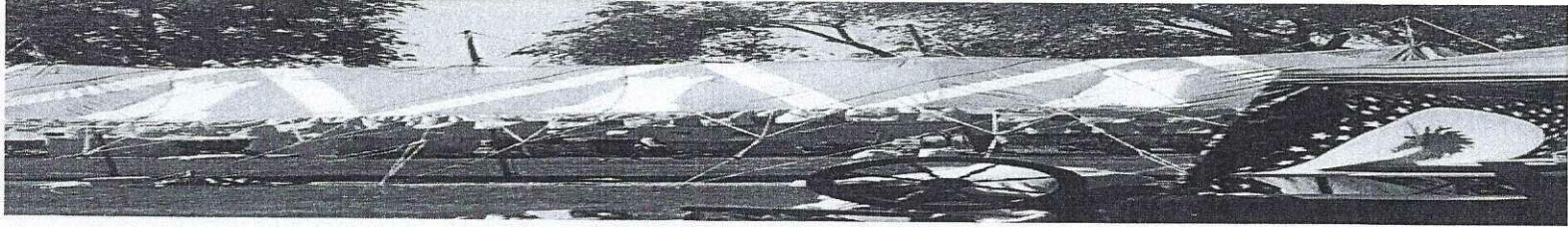
Things you need to do:

1. Check in with your team to make sure they have everything they need.
2. Drink water
3. Sunscreen
4. Eat
5. Breath
6. Check on your team again
7. Only fight fires when you need to - let your staff do their jobs
8. Say thank you to your team in court
9. Leave the site cleaner than you found it
10. Be last off site

After Event

You did it!!! But you are not quite done. There are after reports that need to be done.

1. Event Reporting
 - a. Check in with the exchequer to get the final attendance account.
 - b. Check with the marshals to get the winners of the day
 - c. Have a list of all other competition winners for the day



- d. Submit your event report online. CC your seneschal. <http://www.dev.caid-commons.org/eventreport>
 - e. Send “thank you” notes to your team
 - f. Write appropriate award recommendations
2. Submit all receipts to exchequer for reimbursement
 3. Complete Budget Form with actuals and turn into financial committee
 4. Attend next Baronial Council Meeting and give your final report.

The Map is not the Territory, and these are just guidelines. Everything is fluid and we are all volunteers. This is no one’s day job. Be kind and thankful. Events have been run on more and on less than what I have presented. Things do not always happen the way you plan. Most people that attend events will have no idea if something went sideways. Go with the flow. No stress (ha ha). Praise, thank yous, and acknowledgement goes along way with your team.

Additional References

- <https://lynette.housezacharia.com/Autocrating/>
- <https://lynette.housezacharia.com/Autocrating/>
- <https://insulaedraconis.org/library/howtos/running-an-event/>
- <https://www.florilegium.org/files/SCA-EVENT-PLAN/idxsca-event-plan.html>

Forms

- Caid Budget Worksheet
- Caid Event Checklist
- Caid Submission Process
- Caid Reimbursement Form

Event Budget Worksheet

Group: _____

Event Budget Worksheet

Event: _____
 Type of Event: _____
 Date: _____
 Site: _____
 Autocrat: _____

Seneschal: _____
 Exchequer: _____

Expenses:	Budget	Actual
Site deposit (if not fully refundable):	_____	_____
Site Fee:	_____	_____
Certificate of Insurance:	_____	_____
Site Favors:	_____	_____
Prizes (List):	_____	_____
Lunch (_____ Persons):	_____	_____
Food	_____	_____
Contingency:	_____	_____
Other:	_____	_____
_____	_____	_____
_____	_____	_____
Additional:		
Revel Site Fee:	_____	_____
Revel Refreshments:	_____	_____
Total Expenses:	\$ _____	\$ _____
Income:		
Site Fee (or fee per day)		
# of Attendees: _____		
Fee per Person: _____	_____	_____
Merchant Fees:		
# expected: _____		
Fee per Merchant: _____	_____	_____
Feast:		
# of Attendees: _____		
Fee per Person: _____	_____	_____
Other	_____	_____
_____	_____	_____
_____	_____	_____
Total Income:	_____	_____
Net Income for Event:	_____	_____

Event stewards report form/Checklist for Events

Name of Event: _____ Date of Event: _____

Event steward: _____ Telephone: _____

1. Site Information (attach map, special instructions, copies of agreements, receipts, etc.)

- A. Location: _____
 B. Contact: (Person or office) _____
 C. Fees/ Contract requirements: _____
 D. Limitations: _____
 E. Time of Use: _____
 F. Insurance _____

2. Local Information (attach phone numbers, directions, maps, etc.)

- A. Law Enforcement: _____
 B. Paramedic: _____
 C. Hospital E.R.: _____
 D. Local restaurants, ATM's, conveniences: _____

3. Necessary Personnel: (Name and confirmation that arrangements have been made)

- | | |
|--------------------|------------------------------|
| A. Herald _____ | B. Chirurgeon _____ |
| C. Constable _____ | D. Marshal _____ |
| E. Lists _____ | F. Chatelaine/Gold Key _____ |
| G. Exchequer _____ | H. Youth Activities _____ |
| I. Other _____ | |

4. Submissions and Publicity

- | | |
|--------------------------------|----------------------------|
| A. Crown Prints articles _____ | B. Local Newsletters _____ |
| C. Flyers _____ | D. Local media _____ |

5. Miscellaneous

- A. Contests (Description/Name, sponsor) _____

 B. Site preparation:
 Set up Branch Pavilion _____ Signs _____
 Reserve parking for royals _____ Eric _____
 C. Announcements at Court: _____
 D. Clean up _____
 E. Entertainment _____
 F. Communicate with Royals/Chamberlain _____
 G. Visiting Royals/Royal Representatives _____
 F. Budget, Site Fee _____
 G. Feast/Revel _____

Event Submissions Process - Kingdom of Caïd - 2022

Author & Additions: Dame Briana MacCabe, Sir Tiberius Finn - (2022) Original format - Dame Margaret Kearne, Sir Tiberius Finn - 2021

In consultation with the Caïd Kingdom Officers

Purpose

This document provides guidance on the steps to submit official kingdom- and local-level events for the Kingdom of Caïd.

Process

Step 1: Bid

Groups interested in requesting an event should submit their bids to the Kingdom Seneschal (seneschal.officer@sca-caid.org) and Kingdom Scheduler (scheduler@sca-caid.org) by the date announced at the beginning of the year (usually at Privy Council). Bids for Kingdom-level events will be accepted first, followed by bids for local events.

Step 2: Approval

Once approved, the Kingdom Scheduler will notify both the Crown Prints editor and the Calendar deputy of the event and date. A shell of the event with the date and hosting territory will be placed on the Online Calendar at the time of this notification.

Events that do not need approval

There are some events that do not require Event Submission Team approval. Including the following:

- Council/Populace Meetings
- Guild Meetings
- Territorial Classes, Hangouts & Gatherings

Step 3: Publish details

Once approval is received from the Kingdom Scheduler, hosting territories should submit an event announcement to the Events Submission Team at events submissions@sca-caid.org. In the subject line of your submission email, you must include the following information:

- For Event Notices (date, group and name of event)
 - Example: 11-10-22 Coronation Calafia
- For Columns Submissions (COL and Title)
 - Example: COL Seneschal
- For Notices and Announcements (NA and Title)
 - Example: NA Heraldry Symposium

To be considered official, your event needs to be published on the online calendar AND in The Crown Prints (our kingdom newsletter) for the month in which it takes place. This means you must **submit your ad by the 25th of month, at least TWO months before your event's date due to the CP publication schedule.** For example, if you have an event taking place in May, you would need to submit your completed event announcement to events submissions@sca-caid.org by no later than March 25.

What to Include

Aim for 300-400 words for Local Event Notices, 500-700 words for Kingdom Event Notices and 200 words for preliminary notices. The Kingdom Chronicler reserves the right to edit all submissions for space purposes. Event Notices will run the month of and the month prior to the event date provided materials are submitted on time. Additional announcements will be published on a space-available basis.

Your event ad **MUST** contain the following information:

- Date of the event (day, month, and legal year)
- Sponsoring group name
- Site location (name, street address, town, and ZIP code. Maps are not sufficient!)
- Any site restrictions (e.g., dry site, no stakes, no pets, etc.)
- Time the site opens and closes (the o'clock times).
- Event Steward's name (both Society and modern).
- Event email address
- Event Registration Fees
 - *For example:* "Adult Event Registration, \$15.00. Adult Member Discount Event Registration, \$10.00. Children under 18 are guests of the Barony. Make checks payable to SCA Inc./ (group name)"
 - If there is no site cost, please state "There is no Registration cost for this event." If SCARS or other acceptable electronic payments will be accepted, please indicate this as well
- COVID Disclaimer text
 - "Although the SCA complies with all applicable laws to ensure the health and safety of our event participants, we cannot eliminate the risk of exposure to infectious diseases during in-person events. By participating in the in-person events of the SCA, you acknowledge and accept the potential risks. You agree to take any additional steps to protect your own health and safety and those under your control as you believe to be necessary."

NOTE: Event Notice Submissions submitted after the deadline and which do not include all the above information are not eligible to have Official Kingdom business conducted at them (no awards, law changes, etc. can take place).

The following is additional information you may want to consider including in your event ad:

- Directions to the site
- Merchant information
- Event-specific contest info

After Submittal

Once the announcement is submitted, the Calendar Officer reviews the submission for any missing info or clarifications required.

Once all changes are agreed upon between the Chronicler's office and the event team, the Calendar Officer updates the Online Calendar with the full event announcement and informs the event team of the publication of the event details.

After the official entry on the Kingdom Calendar, the Kingdom Social Media team will create a Facebook Event page and the CP Editor will add the announcement to the Crown Prints for official publication.

If any changes need to be made to the announcement on either the Online Calendar or Facebook, the event steward should email eventsubmissions@sca-caid.org.

Additional Support

For any other questions or comments on events in the Kingdom of Caid, please contact the Event Submission Team - eventsubmissions@sca-caid.org

Section 1 REIMBURSEMENT OF FUNDS REQUEST FORM

Branch: _____

Requestor's Modern Name:

Address: _____ City State Zip

Telephone: _____ e-mail: _____

S CA Name:

Attach all receipts to this form. Circle the amount to be paid on each receipt.
Payments may be withheld until proper receipts are submitted.

Section 2 FOR THE EXCHEQUER'S USE ONLY EXPENSES

	Office & Amin	Event Related	Fundraising	TOTAL
1 Advertising				
2 Equipment Rental & Maintenance				
3 Fees & Honoraria				
4 Food				
5 General Supplies				
6 Insurance (NON-SCA)				
7 Occupancy & Site Charges				
8 Postage & Shipping, PO Box Rental				
9 Printing & Publications				
10 Telephone				
11 Travel (Gas, Tolls, Airfare)				
12 Other Expenses (itemize on back)				
13 TOTAL EXPENSES (Lines 1 to 12)				

Paid To _____ Approved By: _____

Reason _____

Amount Check #: _____ Dated _____

Notes: _____

