



ANZIR

@ANZIRTECH

GAME MASTER **HANDBOOK**

A guide on how to host Fabletop games responsibly



Introduction

General guide for hosting ANZIR Fabletop Games

This guide is designed for individuals looking to host engaging and immersive Fabletop sessions, whether for storytelling, gaming, or educational purposes. It outlines the key responsibilities, preparation steps, and conduct guidelines to ensure a successful and enjoyable experience for all participants, including yourself.



1. Preparation

1.1 Session Formation

1.1.1 **Confirm Arrangements:** At least one day in advance, confirm the arrangements for characters, scenarios, NPCs, and if any rehearsals are needed.

1.1.2 **Session Planning:** Plan your sessions accordingly and communicate any changes to all relevant parties such as impromptu sessions.

1.1.3 **Coordinate Schedules:** Ensure that all NPCs have enough time to familiarise themselves with the material and if possible, attend rehearsals.

1.1.4 **Active Guidance:** During rehearsals, guide NPCs through the content, addressing any issues to ensure a smooth performance.

1.1.5 **Important Notices:** If there are any important things to note in the Fabletop session, please notify it to all relevant parties.

1.1.6 **Engage Participants Early:** Icebreak, build excitement and engage with players with pre-session activities or discussions.



1. Preparation

1.2 Before the Session

1.2.1 **Space Set up:** If applicable, prepare the physical or virtual space according to the session's needs, ensuring it is clean and equipped with the necessary materials like writing paper, writing boards, name tag holders, costumes, speakers, pens, tissues, props, or any digital tools.

1.2.2 **Arrive Early:** Arriving early to set up and make sure everything is prepared and make any last-minute adjustments to prevent any incidents during the session.

1.2.3 **Pre-session Confirmation:** Once you have prepared the space required for the Fabletop session, take a photo of the prepared space and upload it onto our application before you start the session.

1.2.4 **Pre-session Incidents:** If there are any incidents before the start of the session, please contact any relevant parties first. If the incident is not resolved promptly, seek assistance from the **ANZIR** Support Team who will then assist you.



2. Responsibilities

2.1 During the Session

2.1.1 **No Distractions:** Keep phones and other distractions away unless needed for the session.

2.1.2 **Maintain Professionalism:** Avoid eating or engaging in non-related activities in front of participants.

2.1.3 **Stay Engaged:** Do not leave the session for non-essential reasons and avoid unnecessary or unrelated conversations. Guide participants if they are not progressing well.

2.1.4 **Create a Comfortable Environment:** Adjust and make sure room settings like the lighting and temperature are comfortable for the participants.

2.1.5 **Have a Positive Attitude:** Positively reinforce participants' involvement and creativity by encouraging when they are unsure and praising them when they do well.

2.1.6 **Be Attentive:** Provide any required assistance to participants like short breaks, clarifications and other acceptable requests. If there are any incidents, pay attention to them and notify **ANZIR** promptly based on the importance of the incident.



2. Responsibilities

2.2 After the Session

2.2.1 Tidying Up: If the Fabletop session was hosted in a physical space, ensure the space is left tidy so that the next session can be hosted in a clean and tidy space. Take a photo of the clean space and upload it onto the application.

2.2.2 Debrief and Recap: If required, provide participants with a summary and recap of the whole session, highlighting the key moments and the contributions from participants.

2.2.3 Gather Feedback: Encourage participants to share their experiences and suggestions for any improvements which can be helpful for the GM, NPCs, and **ANZIR**.

2.2.4 Formal Closure: End the session formally, thanking participants for their involvement and active participation.

2.2.5 Reset the Space: Reset the play area after any sessions for the next group of players. If any physical materials or digital tools are used, ensure they are stored or shut down properly.



3. Conduct & Discipline

3.1 Minor Considerations

3.1.1 **Address Privately:** Any minor issues like distractions or unpreparedness should be privately addressed with the individual in question. You should not publicly address the situation.

3.1.2 **Maintain Professionalism:** As you are still a service provider, you need to ensure that you maintain a respectful and tidy appearance during your Fabletop sessions. Any lack of professionalism will be noted down.

3.1.3 **Be Considerate:** As Fabletop players may get excited and hyped up, do be considerate about the noise levels and cleanliness of the space, which is more relevant in a shared space.



3. Conduct & Discipline

3.2 Major Misconducts

3.2.1 **Disrespect:** Any disrespectful actions, words or behaviours towards participants are extremely serious and will have no place on our platform.

3.2.2 **Immediate Action:** Any severe violations will be handled immediately which includes harassment, illegal activities or safety endangerment.

3.2.3 **Ensuring Safety:** Ensure that the playing space, whether physical or virtual, is safe and welcoming for all participants.



Conclusion

Hosting a Fabletop session requires preparation, attentiveness, and a commitment to creating an engaging and respectful environment. By following these guidelines, you can ensure a rewarding and memorable experience for both yourself and your participants. Remember, the key to a successful Fabletop session lies in effective communication, preparation, and adaptability.

If you have any questions, please notify our support team who will then assist you!
For more useful information, follow our Instagram page at @ANZIRTech ! Have fun and Game on!

