Supplies to bring/find

* Masking tape – (purchase)
* Chairs as requested. Ideally bar stools so that people who sit will still be at eye level for conversation and they won’t take up too much extra space
* A bell or other elevator “ding” sound maker.
* A buzzer or elevator intercom announcement beginning sound maker. (Or we can just make sound effects with our mouths :) )
* Printed badges for all the players or name badge stickers people can write on
* Bracelets (or other matching fandom signifier) for Rachel and Winter in case they don’t have their own
* Pens/markers (for writing name badges)
* Measuring tape
* Printed copy of each character/group sheet & rules for all
* Either bring laptop with the electronic files or print a GM copy of the sheets
* Stapler (because the character sheets are long)
* If we have access to a small white board or portable paper/easel, it would be nice to bring one so we can post lines & veils for reference

Game set-up

* Tape the borders of the “elevator” on the floor using masking tape.
* The elevator should be located in the room so that there is space for a group to gather in front of the “door”. There should be room around the elevator for the GMs to walk around and see different players.
* The exact size of the elevator space will need to be determined in a pilot test. We think probably 12 ft x 12 ft is the largest possible size, but it may end up being 8 ft x 8 ft with a 2 ft border around it. [For 2nd run, we’re thinking maybe slightly smaller than first run but not too much.]
* Stools: bring as many stools as people who requested seating on the survey, plus one
* If we have a way to post info (white board, sticky paper), post lines & veils from surveys ahead of time
* Materials for players; hard copies of sheets, badges, touch stickers

Pre-start admin & getting settled (start briefing as soon as possible, definitely by T+30)

* Assume some slush time at the beginning but make it as short as reasonable. We can afford 30 mins; we shouldn’t need nearly so much unless we’re scrambling for a last-minute sub or something.
* Missing character tango (as necessary) – if Sally or Aurora is missing that’s first role GM should fill in, otherwise play it by ear (Jessica & Elizabeth last to fill)
  + Notes / briefings to compensate for missing people
* Distribute hard copies of sheets
* Take player private questions if any during initial settling-in time
* Also during this time ask players if they have additional lines/veils to add to the list that weren’t stated in qnaire (they can tell GM privately)

Group briefing (10 mins or so):

* Logistics (bathrooms, stools, don’t violate the walls of the elevator unless you need to go to out of game space for some reason, approximate run-time)
* Physical contact & safety mechanics (pass out stickers to those who don’t already have them) – note that because of the confined space, casual touch in the context of getting someone’s attention or scooting past them is generally acceptable
* Badges show age & name, also player name & pronouns (all characters use “she”)
* Play guidelines:
  + This is the kind of game where facts and starting opinions in your sheets are “ground truth” – you can make up other details but you can’t contradict what’s written.
  + This **is not** an escape room game or a horror game. The characters can’t get out of the elevator, but that’s fine because it’s going to be repaired in three hours, and while this is potentially inconvenient given their plans for the morning, it’s no reason to panic.
  + This **is** a game about having private conversations in public, and about how the circumstances of being thrown together can catalyze the quick formation of connection and trust between strangers.
  + This elevator is like the ultimate small town where everyone is ready to offer a listening ear, unsolicited advice, and their personal opinions about everyone else’s business.
  + Thus, you’re going to need to let your characters overcome social boundaries/rules of politeness that would prevail in a cocktail party. Lean into that!
* Conversation “mechanics” are there to make it easier for the players to have their characters to break certain kinds of social conventions
  + Player negotiation shorthand: \*\*\*
  + Default should be accepting these meta-requests, but if you’re right in the middle of proposing to your long-lost lover or something, you can say no and there’s a catchphrase for that
* Play on any of the following themes is NOT allowed: racism, ableism, transphobia, homophobia, or misogyny. (For example, no expressing the belief that transwomen ‘don’t count as women’ or don’t belong in women-only spaces; that bisexuality isn’t real or ‘doesn’t count as queer’; or that Chinese traditions are inherantly inferior to American ones). If you are not sure whether something you’re considering saying crosses the line into this territory, err on the side of caution and steer in a different direction.
* State Lines & Veils from qunaires (note that people who subbed in late may not have filled out survey & thus not had chance to weigh in).
  + Lines: ?
  + Veils: ?
* Any missing characters are here in the hotel they just didn’t get in this elevator, feel free to talk about them or think about what they might want
* Have everyone state their character name to the group (players know who’s in elevator, characters may be surprised, you can use that as an excuse to introduce people to each other)

Game Start

* Separate players according to what floor they are on. Players wait in the real-world hallway space. [Or, depending on space features, this might happen inside the room.] If space allows, set up all three groups at the same time and declare game-on for everyone at once (i.e., groups 2 and 3 will have longer to chat in-character before the elevator arrives).
  + 15 (first): Ida, Donna, Aurora, Lila
  + 12 (second): Winter, Elizabeth, Rachel, Maureen. Helen
  + 8 (third): Sally, Carla, Jessica
* Players will be entering the elevator one “floor” at a time. The first group will be brought to the area of the hallway next to the door to the room. They will have a few minutes to roleplay waiting for the elevator, then hear a ding. GMs open the door and usher them into the room. They walk into the space taped off as the elevator, where they continue their conversation. The GMs shut the door to the room.
  + 3-5 minutes of wait time before Group 1 enters the elevator. Groups 2 and 3 can then have shorter wait times (~1 min per stop?), as they will have been in play during the initial period.
* One GM should stay in the room and handle getting people into the elevator while the other stays in the hallway to handle the next group. The hallway GM makes the ding and opens the door.
* Then the second group will be brought to the area of the hallway next to the door to the room. Same process for entering the elevator as the first group.
* Then the third group will repeat the process.
* The halfway GM should enter behind the third group and shut the door behind them.
* Once everyone is in the elevator, wait a moment and then do the “elevator stuck” sound effect and announcement.
  + “Hi, sorry, folks, there seems to be a minor malfunction with your elevator. Just sit tight and bear with us. The repair crew is on its way, and you’ll definitely be on your way in just a little while. Uh, to be perfectly honest, it did take about three hours last time this happened. Don’t worry, we’ll give you all a free $20 voucher for the hotel restaurant.”

Game end

* Allow 2 hours of play and see whether things seem to be winding down at that point.
  + If still going strong, let it run to 2.5 before the 30-min announcement.
  + If things are already winding down, do the 30-min announcement at 2 hours.

“Hi folks, good news, we have the repair crew on site. They’re working already and we should have things fixed up in about 30 minutes. Thanks for your patience.”

* After the 30-min announcement, play it somewhat by ear as to whether to give a full 20 mins before the 10-min announcement or do it sooner.

“Hi folks, it won’t be long now. Just another 10 minutes and you will be on your way to get on with your day. Thanks for choosing the Springfield Marriott and we hope we’ll see you again.”

* 10 mins after last announcement, make the “ding” sound and tell the players that the doors open.
* After the elevator doors open, give ~10 mins of lobby-goodbye time.

Wrap-up/Debrief (by this schedule, at least 20 mins will be left in a 4-hour slot and likely more):

* Try structured story-sharing format where everyone BRIEFLY says what decision(s) their character was trying to make and what they ended up deciding. If players still want to chat in group after that, we can facilitate less-structured discussion (so it doesn’t descend into chaos). There will likely be time leftover after formal “that’s all folks” for players to chat individually if they want to.