

Kingdom of the West Autocrat's Checklist

Site procured

Inquire about financial costs of the site, (i.e. is a deposit required and how much, when is payment due, etc.). It is best for us if you can negotiate a fee per-person for the weekend, based on our gate count, although a flat rate is okay, especially if it is cheap. Also ask about insurance. Show site owner proof of insurance available from your local seneschal. Our events are all covered by this policy if advertised in the Page. Do not volunteer to add him/her to the policy, only if he/she requests it (it adds an additional \$40 to the cost of the site). Make sure that all agreements are covered in a written contract, especially if you have modified the owner's normal policy.

[] Payment due? _____ How much? _____
[] Deposit required? _____ How much? _____
[] Contract written and signed (if necessary).
Opens @ _____ Closes @ _____

Site conditions

Inquire about opening/set-up and closing times. Noon on Friday is our normal opening time for a camping event, but it should be no later than 2pm. Closing time should be dusk on Sunday. One day events should be based on the park/hall opening and closing times, allowing for set up and clean up times. Do you have enough privies (you will need one privy for every 50 people expected, as long as they are pumped at least once over the weekend, preferably Saturday evening). One flush privy can substitute for two porta-privies, if located close to the Eric. Find out if the site owner will arrange for privies if we pay for them. If not, you will have to do so. Is mundane camping allowed? Try to keep mundane campsites reasonably far away from the Eric. Can we drive onto the field for setup? Find out what the fire restrictions are, and ask about raised firepits (not common outside the SCA). Find out about the local water supply. Will people need to bring their own? Is trash picked up or do we carry it home? Are pets allowed, and are there any restrictions? Are merchants welcome and what are the local regulations? Find an area for parking (estimate one car for every two people you expect to attend). Is there a suitable area for archery? Are there any special conditions or disadvantages posed by the site (excessive wind, spiders, bees, no water on site, excessive dust, no swimming, or any other hazards)? Try to reduce these problems if possible. Include information from the above questions in your Page

Site Amenities

Number of Privies needed: _____

- ☐ Make sure you have at least one wheel chair accessible privy.
- ☐ Mundane camping
- ☐ Vehicle access
- ☐ Firepits
- ☐ Water supply
- ☐ Trash
- ☐ Pets
- ☐ Merchants welcome?
- ☐ Will they need special licenses?
- ☐ Are there any special fees associated with merchanting?
- ☐ Can merchants sell food on site?
- ☐ Parking
- ☐ Archery
- ☐ Special conditions
- ☐ Kingdom Officers notified.

Group Officers

Does the officer have any special requirements or announcements?

Do they need eric space (Marshal, Heralds, Constable, List, and Chiurgeonate)?

Do they have a deputy in charge at the event?

Do they have something to go in the Page?

They may also have questions about the site that you need to address

- ☐ Seneschale
- ☐ Marshal
- ☐ Heralds
- ☐ Constables
- ☐ Lists
- ☐ Wooden Spoon
- ☐ Chatelaine
- ☐ If field heralds are needed, call Greencloak Herald
- ☐ Chiurgeon
- ☐ Arts and/or Sciences
- ☐ Page School

Page Copy

Event copy must appear in the Page for all Kingdom events. It also is then covered by the SCA's insurance because it is being sponsored by the Kingdom and is being advertised to the populace of the Kingdom. Policy requires that event announcements be printed in the issues for the month preceding and the month of the event. 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 (for a Kingdom event, the Kingdom is the sponsor)
- [] The 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 officers.
- [] If advance reservations, by mail, are accepted, the statement, "Make checks payable to SCA Inc., Kingdom of the West", if checks are accepted.
- [] Autocrat's name (legal and society), phone, and address Set site fees after consulting with the Kingdom Exchequer Copy must be pre-endorsed by the Kingdom Seneschal or designated deputy, Copy must be typed

Event set-up

These are the final things to take care of in the weeks before and on the day of the event.

1. 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 am., etc.)
2. Post signs along the access route to the site (readable at night).
3. Fashion some sort of site token or parking pass for those who have signed waivers/membership sheets.
4. Make sure privies are well stocked with toilet paper and lighting devices.
5. Be sure you have a cash drawer and plenty of waivers for the event.

- [] Lay out the eric to be at least 100' by 200', or equivalent, using the eric poles and ropes (if available) or stakes, and surveyor's tape.
- [] Reserve and mark space on the eric for the Royal Pavilions and Lists along one side, and for the other officers (Marshal, Chiurgeon, Constable, and Heralds) at the junctures of two of the access roads with the eric.

Event set-up (cont.)

- ☐ Mark the areas set aside for merchants and quiet camping.
- ☐ Mark the parking area.
- ☐ Set up a table and chairs in a shady spot near the main entrance for the constabulary to run gate.
- ☐ Make sure you have waivers and a person to run gate until the constabulary arrives.