

Raid Leader Handbook

(Updated 2023)

Raid Leader:

A Raid Leader is the chief organizer and host for an event. They are expected to communicate with and leverage clan resources leading up to the event and ensure a responsible party is always in camp.

Assistant Raid Leader: A raid leader may designate someone as an assistant to help them run the raid. The assistant should be identified on the raid proposal form submitted to the Rituals committee.

Types of Clan events:

There are three main types of raids, but any event that is open to the entire clan and is approved by the Council of Elders may be considered an official raid.

- **Full Raid** - This type of event takes place at a fair weekend or camping venue. This format includes an expectation of organized food and beverages. This type requires approval of the EC and results in the leader attending the EC meeting immediately preceding and following their event to report on the final preparations as well as recapping the event.
- **Work day:** Work days are days called by the armory or other groups to work on a clan project, usually, but not always pertaining to the campgrounds the clan occupies at a given fair. Move in weekend and tear down weekends fall into this category. The leader for that event is the officer who called the work day. For camp ground work days outside of season, the armory chair is the leader of the event. For move-in and tear-down weekends, the thane of that fair is the leader. This type of event may also be called by a committee chair for their committee to facilitate a piece of committee business.
- **Service Project** - This is a service project that we do as a group. This event requires the approval of the Service Committee Chair. It may or may not use the service committee budget.
- **Full Clan event:** An event that occurs outside of fair but still expects large clan participation, and uses resources to facilitate the event. Food and drink is provided at the event by clan funding. A leader of this event is treated the same as a leader for a Full Raid
- **Lesser clan event:** an event organized through the clan communication channels, but the expense, especially for food and drink are provided by individual participants rather than the clan. This type of event needs no oversight from clan leadership but must be open for attendance to all members.
- **Virtual event:** An event held virtually. These follow the rules of lesser clan events

Preparation

Proposal (Proposal form found at the end of this guide)

Step 1: Express interest in the raid leading the rituals committee and submit a proposal for your raid to the Thyle (Leader of rituals Committee). Submit your proposal to the Thyle so that we can line out all events and get them into the budget. No worries if you're in the middle of the faire year.

Step 2: Receive approval and create a Facebook event page. Your Event should list the date, time and a brief description of the event.

Planning your event

To plan your event, you will work with each of the committees, who will help you with organizing various parts of the event

Booze

- Confirm with the Brewmaster on availability of clan booze
 - Is the equipment available?
 - Is there a specific beverage you want for your theme?
 - Who will transport the materials to the event?

Food

- Will you have a Friday night potluck? If so, announce it on the event page.
- Will you have an Odin Chef to cook breakfast and dinner on Saturday?
 - Chat with the Kitchen and the CoE to help recruit an Odin Chef if desired.
 - Discuss food theme and menu with the Odin Chef.
 - Budget should be determined by estimated attendance or RSVP system
- Will the Food committee organize a cold breakfast on Sunday morning?
- Follow up with Odin Chef and Food Mistress to ensure the logistics are set up for the event's food.

Armory (Supplies)

- Specialty supply requests? Reach out to the Armory chair

Relics

- Reach out to Relics if you'd like an event badge produced for your event.
- Follow up to ensure they are transported to the event.

Rituals

- Need Prizes for your event/game/challenge? Reach out to the Rituals chair.
- Stuck on getting helpers? Rituals can help you recruit people to fill out your activities with judges or other helpers
- Need rules for your game? Rituals can help consult with you on what has been done before, and connect you to the leaders from previous years

Lore

- Lore has copies of the programs for old events. If you need help with creating the program, or printing it out, reach out to the loremaster
- Lore can help with how to do your post event blog post as well

Leading up to the event:

- **Promote attendance**
 - Chat with members directly about participating
 - Post about the exciting things your planning
 - Promote early, promote often
- **Follow up with the committee chairs who are helping with the event**
 - Ask, do you have everything you need?
 - Ask the Captain and Elders to help if there are any issues.
- **Make a program or agenda/schedule so people know what will happen when and where**
 - Don't forget to print them and bring them, or get someone who will!
- **Arrive early to your event.**

During the Event:

- **You are the primary host**, followed by the, Jarl or Thane in attendance, and the rest of the Elders.
- **Stay reasonably sober and let the Jarl or next ranking member know when you leave camp.**
- **Write down an attendance list**
- **Direct event dues to PayPal: heirsofasgard@gmail.com**
- **Keep a good communication flow between you, the kitchen and the bartenders.**

After the Event:

- **Ensure attendance and bar tips are sent to the Master of Coin**
 - This is very important as it is both how we calculate dues, as well as how we decide who to offer membership to

- **Write a blog post describing the event**
 - It should include an outline of the theme and any memorable stories you'd like to share.
 - It should be communicated in any way you feel but we encourage you to write as a character or chronicler of your raid. Humor and camp are also encouraged.
 - After drafting it please submit it to the Master of Lore
- **Attendance**
 - Get the attendance sheet from kitchen from the dinner rsvp. Add any guests to that list that attended. Enter that information in the coin list (ask the Jarl, Master of coin or Thyle for helping you are unsure how to do this)

Committee Notes

Treasury

Event dues for a Full Raid is \$20 or \$100 for a season pass. For less formal, BYO events event dues are not required but appreciated to cover consumables used. (cups, plates, propane, etc.). All budget requests get submitted to the treasury through the committee chairs, so if you need a budget, just ask each committee to submit who the money should be reimbursed to.

Booze

The booze committee does most/all of the work for booze, unless you want something that isn't part of our homebrews. You may have noticed that there isn't a budget for booze, the budget is done by the year for booze since we reuse it from weekend to weekend, and don't know exactly how much will be drunk from week to week. Your only job is to communicate with the brewmeister to make sure they've got it under control.

Food

You may need to recruit an Odin Chef. The Council of Elders mostly know who is willing to Odin Chef, so just ask. Odin Chefs typically design their own menus, but will often plan based on your theme. Your main job here is to help the Chef recruit for their kitchen crew, and to make sure they've got everything under control. If you don't or can't find an Odin Chef, coordinate with the Kitchen Committee on planning and executing a meal for your raid. Budgeted Full Raids have up to a \$125 food budget. This is subject to change depending on attendance estimates.

Armory

We have general party supplies stocked in the trailer, so for the most part, this will be off of your hands. Make sure you coordinate with the supplies committee to ensure they have everything needed for your weekend, especially if you want anything non-standard to be provided.

Relics

Relics designs and makes our event badges as well as has a hand in clan swag and branding. Relics can create a custom badge or reuse an existing design for your event.

Rituals

Rituals keep track of challenges, scavenger hunts, and games that we play at our events. This committee can help you come up with ways to make your event more fun. Though, there certainly does not need to be any clan wide games if you do not want to have them. Budgeted Full Raids have up to \$50 in prize budget.

Key Things to remember

1. **Overcommunicate!** Your role as Raid Leader is to make sure everyone else has done what needs to be done, not to do it all. Remember this is all volunteer, so people will forget things sometimes.
2. **Delegate!** The less you have on your shoulders, the better you will be able to deal with issues as they arise. The elders and committees are here and willing to help.
3. **Relax!** A good weekend has 1-2 unique events planned, no more. So for example, a singalong one night, and secret santa the next is good, but don't go past that. Most people are coming for faire, and it is exhausting already, so don't try to cram in too much extracurricular

Checklist of important stuff for event

- ☐ Kegs
- ☐ Firewood
- ☐ Ice
- ☐ Groceries for food
- ☐ Cooking apparatus
 - ☐ is special cooking like fryers, barbecue pit/grill needed this weekend?
 - ☐ Have the previous weekend's utensils been cleaned, and are they being brought back out?
- ☐ Event Badges
- ☐ Prizes
- ☐ Programs
- ☐ Supplies for special activities

Contacts

Committee	Chair	Email	Phone	Description
Booze				For coordination of beverages for events
Food	Jenn Treadway (interim)	kori.nibiki@gmail.com	832-646-3891	For coordination of cooking at events
Relics				For coordinating all merchandise and clan signage
Lore	Amber Nowlin	Kyrindalame@gmail.com	210-332-7235	For maintaining history in a creative fashion
Treasury				For collecting dues and coming up w/ Fundraisers
Armory	Jesse Early			For maintaining the Party Box supplies and big supplies for weekends
Service	Page Draper			For coordinating community service projects
Rituals	Greg Knowlton	Greg.t.knowlton@gmail.com	361-771-8010	For helping with non-raid/non-funded events and activity related content at raids
Bar	Sarah Davis	Davis.sarah89@gmail.com	512-940-5174	For running and staffing the bar

Simple Event Proposal Form:

(Submit this document to the Rituals committee to plan a full raid or full clan event)

Raid Title: Name of your Raid

Raider Leader: Your name

Assistant: Assistant name

Type: What type of event is it (remember if this is a lesser or virtual event or a committee work day, no proposal is necessary)

Date: The start and end dates of your proposed event

Location: The location of the event.

Supplies needed from the clan: What you will need from the clan in terms of material support.

Examples: Tables, Chairs, props, and prizes

Assistance: What sort of assistance in terms of people you will need to facilitate the event

Examples: servers for a meal, NPCs for a quest, actors for a skit etc.

Activities: A brief description of the activities you expect to have at your event. If this is a Full Raid, explain where the activities will take place (i.e in fair or in the camp) and what activities will happen on which days.

Food Concerns: If your event is a full Raid or a Full event and food must be served, you need to explain your idea for the meal, or who is your Odin chef cooking for the meal. You don't have to cook it yourself, and you can recruit help from within the clan to facilitate the meal but you must have a plan for a meal at your event. If you don't have a plan, consult the kitchen master for ideas and suggestions.