

Quintavia Event Guidelines

(Revised 3/2014)

The following are presented as event guidelines. This is in no way a complete and definitive source for autocrating an event. Nothing will take the place of an autocrat's common sense and experience. Should you have questions please do make contact with the Seneschal.

Bid Process from Quintavia By-Laws:

Part X. Event Bids

- A. An initial event bid must be presented at least 6 months before the month in which the event will occur.
 - a. An initial event bid should include general information concerning plans for the event.
- B. A final event bid must be presented at least 3 months before the month in which the event will occur.
 - a. Final event bids must include preliminary budget and cost break down. It is strongly suggested that the Exchequer and Seneschal be consulted.
- C. Final event bids can be voted on at the meeting in which the final bid is presented, but must be voted on no later than the meeting following the meeting in which the bid is presented.
- D. Within one week after an event bid is approved a copy of the event announcement must be approved by the Seneschal & submitted to the East Kingdom web site for publication in the Pikestaff.
- E. Events require the following in attendance to be a legal event: the Autocrat, the Seneschal (or designated representative) and Exchequer (or designated representative).

No Household or Clan, etc. can request funding for any strictly household sponsored activity or to run an event.

Pre-Event check list

1. Notify the Shire Finance Committee (the Exchequer, Seneschal and their deputies) that you're interested in presenting an event bid. Get information on budgetary constraints beforehand.
2. Contact the Seneschal concerning event fees and bid details such as fees and costs.
3. Submit the bid to the Shire during a business meeting for member voting. That the Event bid budget must be submitted to the Shire Finance Committee at least one week before the bid is presented.
4. Make sure to be securing key staff members prior to event bid i.e. cook, set up, take down, etc.
5. Make contact with the Exchequer to find out when to submit your check request forms for autocrat advance, feast, and bank. Get the forms submitted and secure the funds so you can work. Make sure the Exchequer has information to take advanced reservations, if needed.
6. Write event announcement for the EK web site and Pikestaff and have approved by the Seneschal within one week of event bid acceptance.
7. Design and produce event and feast tokens, if desired
8. Make contact with the necessary officers concerning activity times and location requirements. i.e. marshals, A&S minister, etc.
9. Make sure to be securing volunteers to work on staff.
10. Determine any comps you would like for the event and get them approved by the Finance Committee.
11. Make sure the gate staff has been in contact with the Exchequer to coordinate deposits and have secured the materials needed to run their position.
12. Make sure you have coordinated with your cook(s) as to who will be getting people lined up for hall setup and cleanup and feast serving.
13. Regularly make contact with the Seneschal and provide progress updates. Make sure to ask any questions you may have. Attend monthly business meetings if possible to give reports.

14. Make sure to coordinate with the merchant liaison all merchant activities.
15. Coordinate with the Chatelaine to coordinate Gold Key and other assistance for newcomers at the event.
16. Walk through site and note problems. Contact the site manager and see if a site representative will be present at this walkthrough.
17. Correct problems noted in walkthrough.
18. Resubmit draft schedule to the Seneschal and make any required changes.
19. Print schedules for event.
20. Prepare your required supplies for the event.
21. Arrive on site and set up your site. Set out signs.
22. Set up gate with gate box, waiver forms, and a list of advanced reservations received from Exchequer.
23. Open up the site.

Post-Event Checklist

1. Gate closure requires two non-related staff members to count the gate and write the total and initial. All Gate funds, waivers, and rosters should be given to either the Exchequer, Seneschal or their duly authorized representative.
2. Make sure the kitchen is clean.
3. Make sure the hall is clean.
4. Cleanup all facilities used during the event.
5. Make trash pickups as required.
6. Cleanup all rest rooms.
7. Check around site and other often used outdoor areas to make sure grounds are clear. This includes all site areas.
8. Collect and save any lost and found you recover during this process.

9. When everything is ready do a final walkthrough with the site. Note any requests the site representative makes and correct the situation. When given final clearance by the site you are finished.

i. Autocrat

II.

- III.** There are many things to consider when becoming an autocrat. First and foremost is the question of time. Many hours of work will be put in before the event getting things organized and ready. Are you willing and able to spend the time needed? You will be the one and only one person responsible for the operation of the event. A good autocrat delegates the work, but you can never delegate the responsibility. If something goes wrong you will be expected to fix it. Are you willing to take on this responsibility?

I. Before the Event

A. Personnel and training

- 1. Crew:** The first thing you need to do is to make sure the people on your bid know their jobs. You must also make sure that each position on the bid has enough people assigned to it in order to get the job done. There is nothing worse than having an undermanned position at an event. This situation creates needless stress on any crew. Do you have enough people for gate, reservations, and to help with hall setup and cleanup? You need to make sure that your position staff and yourself are recruiting. Line up commitments to work from more people than you think you could possibly need. That way if you have last minute cancellations you will not be caught short on work force. Follow up and keep checking to be sure that people that say they will work will indeed be there.
- 2. Comps:** The Shire only officially comps Kingdom Royalty. Staff, volunteers and officers are never comped in the Shire. Any other comps must be approved by the Financial Committee. Please provide a list to the reservation clerk for Gate at the event.

B. Advertising

- 1. Event Announcement:** Your event announcement should be in the Kingdom newsletter no less than three months before the event. Look in the back of the Pikestaff to see what is required for an event announcement. A fancy announcement is not required, but the information listed in the Pikestaff is. Once you have everything together to the EK Website submit it to the Seneschal for approval. Make sure to check the deadlines to make sure you have things in on time.
- 2. Web Site:** You may want to have a web site for your event. Talk with the Shire Web Minister about hosting it. Do not build a web site that is not under the Quintavia domain for an event the Shire is hosting.

3. Social Media: You should request the event be posted to the Shire Social Media channels by the Social Media officer (usually the Web Minister or Deputy Web Minister). Do not create your own social invites; these should go through the Shire's Social Channels, not personal ones.

IV.

c. Securing Funds

1. Budgeting: Figure out what funds are needed to run your event. Fill out the Event Budget Estimate form at the end of this handbook. Make sure you include the following items in your budget: Feast, tokens, parking passes, cleaning supplies, maintenance supplies (like toilet paper if not provided by site), gate supplies and supplies for your reservation table.
2. Next you need to contact the Exchequer and find out when you should submit the check request forms for the following: the event bank, autocrat advance, and feast advance. You will know what your budget is and how much you have to spend. Your head cook(s) should already be working on a menu and a budget to match it. It is wise to check on your head cook(s) to see if everything is all right, but do avoid the temptation to get too involved in feast planning. You should know what is going on but let your head cook(s) do their job.

Any overage of more than \$50 must be approved by the Finance Committee. If this is not done the overage may not be reimbursed.

All receipts and unused funds must be submitted to the Exchequer within 14 days after the event.

d. Event and Feast Tokens

- v. Event tokens and feast tokens need to be researched for both design and price. Decide how much you can spend and what you can produce. Beaded strings, ceramic medallions, and printed ribbons have all been used in the past along with many other things. As autocrat you have the final say on what will be produced and how much you will spend. (Staying within your budget) Pick something you like and can afford. As part of your research, do contact the Seneschal and discuss what the expected attendance will be for your event. That will allow you to be able to determine the cost per token needed and the final price. Feast tokens will be needed for each feast you intend to sell. Event tokens are not required, but they are encouraged.

E. Pre-Event Communication

VI.

- vii. You need to be in contact with the Seneschal, Exchequer and Merchant Liaison as the event approaches. Autocrats should attend monthly business meetings to update the officers. The Exchequer will be able to answer any questions concerning gate set up and operations. The Merchant Liaison will be able to help you interface

with the merchants that will attend the event. Finally, if you still have questions or problems do contact the Seneschal. If the event is a Royal Progress; make sure you are in contact with the Crown and/or their designated representative to see to their concerns for the event. This will include, but is not limited to lodging for themselves and their entourage. Also, makes sure the head cook checks to see if there are any Royal dietary restrictions.

F. Shire Materials

1. Be sure to make arrangements for any and all Shire materials you will need for your event, including but not limited to: Signage, kitchen materials, gate box, gold key, list ropes and stakes, etc. Make arrangements for access to the Shire storage and the transportation to and from the event prior to one week before the event at the latest. Shire storage is a trailer that can be moved to the site; if you need the entire trailer, be sure to arrange suitable transportation.

II. During the Event

A. Before the populace arrives.

1. When you arrive on site, take care of the basics, direction signs and any site signage necessary. Set up your areas and get situated then go to work. You will want to make sure both gate and reservations are set up as soon as possible. These positions are your cash control points and must be ready to go when event attendees begin to show up. Make sure your head cook has access to the kitchen and hall. Depending on the event you may have to set up special halls for displays etc. Next do an inspection of the sites and bathrooms to see if there are any situations or problems that need to be addressed before people start to arrive.

B. Radio Communications

1. If you wish to have radios for communication, be sure to get them from the Shire storage.

VIII.

C. Check up on your crew

1. While the event is underway you should be monitoring your positions and make sure they are manned and that there are no problems. Do not be afraid to contact the Seneschal if you have any questions. You and your crew may be contacted with specific instructions about things that need to be done as the event progresses. The Crown and/or Kingdom Seneschal may need you and your crew to perform some specific tasks, if this is a Royal Progress. Be prepared for this, by knowing where your manpower is and what resources you have at your disposal.

D. Maintenance

1. As the event progresses, make sure you are cleaning up as you go. Regular trash runs and bathhouse maintenance are a must. As the event nears completion, you will have to make sure gate and reservations both close out in an orderly fashion. The Seneschal will tell you what time to close down gate and reservations. You should take this time to turn in receipts to the Exchequer so that the event closeout process will not be slowed down.

2. Gate Closure procedures are as follows: **two** unrelated Shire members will each count the gate and note the totals, making sure they both calculate to the same amount. Both will initial the end intake sheet, lock all funds, receipts and documents in the box and give it to the Exchequer or Seneschal.

III. After the Event

A. Cleanup

1. Once the event is closed you will be doing cleanup. Make sure the entire site facilities are cleaned to the standards that the site requires. Particular attention needs to be paid to the kitchen and halls. Once everything is ready, you should arrange for a check out inspection with a site representative. Be gracious in complying with any requests the site has about cleanup during the checkout tour.

2. After the event, you are responsible for making sure all Shire equipment and materials are returned to the Shire storage trailer. Any extra supplies (paper goods, cleaning supplies, non-perishable food items like drink mixes) that were purchased with Shire funds should be added to the Shire stores.

B. Wrapping up

- 1.** Once all the work is done make sure to say thank you to all who worked for you. Also, make sure you and your head cook have the receipts and paperwork required by the Exchequer ready to turn in. Congratulations! You are finished until the next time.

IX. Head Cook for Dayboard/Feast

X.

- XI. This handbook in no way replaces the experience and common sense needed to be used in order to prepare a dayboard or feast for an event. Certainly a new head cook would be wise in seeking advice about feast preparation from those who have handled this situation in the past. Again food preparation and presentation is not something that can be covered in a short guidebook.**

I. Before the Event

A. Budget

1. Consult with your Autocrat on your budget. This is dependent on what is being charged for dayboard/feast and how many people will be served.
2. You will be given a cash advance based on the amount of paid attendees you will be serving. Make sure to make contact with the office of the Exchequer in order to turn in a check request form to obtain your advance.
3. You will need to prepare enough food to serve the budgeted number plus the Crown if applicable. Cooks, kitchen help, and servers are **not** comped for dayboard/feast. Any special cases other than Royalty to comp for feast must be approved by the Financial Committee.
4. Make sure it is clear what meals you will be providing. With the food be included in the site fee or not? If not, are there any provisions for those that are off-board? If you are going to sell meals separately you will need someone to collect money. Make sure any separate charges are very clear in the event announcement.

B. Menu

1. Create your menu ahead of time. You will need copies of your menu including ingredients to post at the event. If your event has a website it is also a good idea to post this information there.
2. Test your dishes: It is always a good idea to make test dishes to make sure the recipe will turn out how you think it will as well as to verify the amount of people it will serve. Supplies purchased for testing come out of your overall budget.

C. Buying

1. Plan your buying. You will want to buy in bulk when you can. Research who has the best prices ahead of time so you can make sure you are staying within budget. One stop shopping will not be a good idea, check out your local butchers and

produce markets for the best prices. You are not guaranteed any reimbursement over your budgeted amount.

D. Hall Set up and Serving

1. Talk to your Autocrat about these and decide who is responsible for both. Some events have the Autocrat handle these, other have the head cook handle them or you may appoint a hall steward to handle one or both of these tasks.

a. Hall Set Up: Decision should be made ahead of time as to how the tables and chairs will be set up in the hall and how the hall and tables will be decorated. This could include whether or not you plan to have people sign up ahead of time for table space. Make sure how feast is going to be served is taken into consideration.

b. Feast Servers: These will be one person who volunteers from each table. If there is high table be sure to have someone ready to serve that table separately.

E. Kitchen and Hall Cleanup

1. Make sure you have someone in charge of cleanup after feast. This should not be left to chance or the goodwill of those who have attended feast. This could be an individual or a group. Asking for assistance will do little good if there is no one to direct the volunteers. There should be at least one person who knows what to do with leftovers, where cleaning supplies are and where to put things away.

2. Supplies: The Shire maintains cleaning supplies. which are not a part of an event budget unless 'special requirements' are needed. These are kept in the Shire stores. Do not assume that the site will provide cleaning supplies. You should make sure you have dish soap, sponges, scrub pads, paper towels, dish towels and spray cleaner (like 409). Depending on your menu you may need to include oven cleaning supplies as well. Remember, we should always leave a kitchen better than we found it!

F. Visit the Site

1. If possible, visit the site and check out the kitchen. See what kind of serving and cooking utensils are available so you will know what you need to acquire. This will also help you to plan your hall setup, serving and cleanup. Make sure you know what appliances work and what does not.

II. During the Event

A. Timing

1. Make sure you give yourself plenty of time to prepare each remove. Notify the Autocrat as soon as possible if there is going to be any delay in serving.

B. Cleanup

1. Do yourself and your crew a favor - clean as you go! It will make your kitchen much more pleasant to work in and your cleanup crew will greatly appreciate it. They will also be willing to come back and clean again if they have not had a nightmare experience.
2. Make sure your cleaning crew knows where everything goes and where the supplies are. Then get out and relax!
3. Once the cleanup crew is done, check the kitchen yourself. Get anything the cleanup crew missed. Make sure no food is left in the refrigerator or freezer. Any loss of cleanup deposits will come out of the group's percentage of profit. The kitchen and hall must be cleaned and returned to the condition required by the site.

III. After the Event

A. Leftovers:

1. Leftovers should be offered to the paid attendees unless there is another event in the near future for which the food could be safely stored and feasibly reused.

B. Receipts:

- 1.** Make sure to give your receipts (scans via email are fine, originals are not needed) to the Exchequer no later than 14 days after the event. They are needed to close out the event. Any money that was not used should be returned to the Exchequer within 14 days as well. Remember that anything you spend over the budgeted amount may not be reimbursed.

xii. Gate

I. Before the Event

A. Advance Reservations

1. All advance reservations should go to the Exchequer to track. Keep track of check numbers and contact information on a separate sheet. Bring that and all pre-registration letters and notes to the event for reference in cases of dispute.
2. Maintain an alphabetical list by modern last name of all advance registrations.
 - a. Record the modern name, the SCA name, the individual price paid, length of stay, if they have feast (and what night).
 - b. Ask for proof of membership. If none is supplied with the advance registration, note this on your listing and request to see the membership card when the individuals arrive at the event
 - c. Prepare a Gate sheet for pre-registrations and have it separate for the gate. When the person arrives at gate, you only have to fill out any waivers not covered by their membership if not supplied ahead of time, hand them their site token and they won't have to wait in line.
3. Carefully account for cabin spaces (when applicable) and feast spaces. It is common to sell out of both before the event. Let the Exchequer know what the cut off is. Leave a small number of beds empty until you arrive on site. Allow yourself a margin for error on bed space in case the site provides you with less than expected.
4. Do not hold any reservations with a group check that cannot be deposited before the event. Do not accept any check or checks for more than \$150.00 from any one individual.
5. Keep a detailed accounting of all monies received and of seats reserved for feast. The Exchequer should provide the head cook and autocrat with these figures.
6. Refund Requests for Advance Reservations
 - a. Refund requests for advanced reservations are the responsibility of the Exchequer. Any other event staff who receives a request for a refund should forward it to the Exchequer.
 - b. No refunds will be offered for feast, unless you were notified in time to re-sell the feast reservation. The food has already been bought and paid for. Exceptions will be made in cases of true emergencies. However, the guest may re-sell their feast reservation on their own.

XIII.

- C. Staff: You need to make sure that you have people lined up to help you. There should be a minimum of two people at gate at all times. For your peak times more people will definitely make your life a lot easier and things more efficient as well.

XIV.

1. You should make sure before you arrive that there will be clipboards, pens, water or soda and a light source. Check with the Autocrat and make sure these necessary things will be on hand.

XV.

2. Make sure you have sufficient copies of all forms to start the event with. These can be obtained from the Exchequer along with the 'bank' to start the cash box.

II. During the Event

A. Opening the Gate:

1. When you arrive on site make sure that the gate has been set up and equipped.

XVI.

2. As opening time approaches you will want to set up each station with waiver sheet, registration sheets and pen. This will make things easier for you when the people start to arrive.

B. Minors On Site

Any person under the age of 18 not accompanied by their own parent must have a legal guardian AND give you a completed, notarized minor's waiver or they CANNOT not be allowed to remain on site.

1. Make sure the portion of the "**Minor's Permission Form—Event Waiver**" that says "to be signed at registration" is completed and you and one other person sign as a witness.
2. According to Kingdom Law, "Any minor attending an SCA event must have a Minor Waiver completed and signed by their parent or legal guardian. (Minors with blue cards indicating a waiver at the Corporate Office that is signed by a parent are treated the same as adult blue-card attendees with regard to waivers.) The parent/legal guardian needs to be on site with the minor at all times. Roster waivers are not acceptable for use with minors".

C. On-Site Registration Procedures

1. Have at least two people at registration whenever it is open. Plan to have at least four people during the busy times. This allows one person to handle

pre-registration, one cashier, and two for records and filing. Set up s separate line for pre-registration. Direct people to the correct line as they approach the desk.

2. Ask each person for proof of membership in the Society. (Note: We do **not** write down member numbers on any documentation.)

3. A Non-Member Surcharge (NMS) fee of \$5 must be collected for any adult attendee who does not present proof of membership. Minor non-members must also pay the NMS if they are **not** paying a discounted site fee. No NMS is collected if there is no site fee or for individuals who are not required to pay a site fee per local or kingdom policies. The NMS must be tracked so that it can be turned over to Corpora.

4. The Exchequer will provide you with a list of names of persons who owe for an NSF returned check or who might owe for attendance from a previous event. Watch for these persons at the Registration Desk. Follow any instructions provided on the list.

a. You must collect the money due for all previous obligations, if any, before allowing the individual to register for the current event.

b. Please keep all moneys collected separate from the current event. These will need to go in a separate deposit as they do not count towards your event. Try to obtain a current address for the Exchequer.

c. Call for the Exchequer or Seneschal if there is a problem.

D. Closing Registration

1. Once registration has closed for the event, take a blank sheet. Label it "Summary Record" and enter the totals for all funds broken down by type and initialed and counted by **two** unrelated Shire members.

2. Total the summary record to get the final attendance figures needed to compute the payment due to the site if needed. Provide this information to the Exchequer who will be writing the check. Find out early during the event when the Exchequer needs these figures completed.

3. Provide the total attendance and total feast sales to the Autocrat, Seneschal, and Exchequer. Give all completed forms, records and waivers to the Exchequer for Event Financials.

4. Give any refund requests to the Exchequer.

5. Make sure any borrowed equipment gets returned to the owner(s).

6. Advise the Autocrat of any unresolved problems.

III. After the Event

When gate closes you will clean up your area and break down and pack up the gate. Check to see that all of the second copies of forms have been turned over to the Exchequer.

Event Budget Estimate

Event Name: _____

Date of Event: _____

Location of Event: _____

Autocrat: _____

Participation (number of people expected to attend):

Adults: _____ Youths: _____

Other (specify details): _____

Income (expected income):

Site Fee (Adult) \$____ (fee/person) * ____ (# from above) =

Site Fee (Youth) \$____ (fee/person) * ____ (# from above) =

Site Fee (Family) \$____ (fee/person) * ____ (# from above) =

Site Fee (Specials) \$____ (fee/person) * ____ (# from above) =

Dayboard/Feast (Adult) \$____ (fee/person) * ____ (# from above) =

Dayboard/Feast (Youth) \$____ (fee/person) * ____ (# from above) =

Donations

Other Income (itemize on back)

Total Income **\$0.00**

Expenses (expected expenses):

Site

Advertising

Site Tokens

Prizes *(Only an approved Prize Coordinator or Marshal can make prize purchases.)*

Ambiance

Feast

Equipment Rental and Maintenance

General Supplies

Insurance

Other Expenses (itemize on back)

Total Expenses **\$0.00**

Total Profit/Loss (Income - Expenses): \$ _____

The above budget is for the maximum reimbursement costs for the event. If this budget needs to be adjusted after it has been approved, the autocrat must go to the Shire Financial Committee for approval of the additional expenses before any monies are spent or services are contracted. The autocrat of the event is responsible for all expenses incurred that did not have the approval of the Shire Financial Committee.

For the Shire Financial Committee Only:

Signature(s): _____

Date Approved: _____

Other Income (Itemized):

Total:

Other Expenses (Itemized):

Total:

I have read and agree to abide by the Quintavia Event Guidelines. It is the responsibility of the Autocrat to make sure the rest of the event staff is familiar with the guidelines and abides by them.

Please sign and return this sheet to the Seneschal with your event budget. Your event bid will not be voted on if this line is not signed.

Autocrat

Date