

The Ostgardr Autocrat's Handbook

**Being a compilation of Advice, Helpful Hints and Divers Other Ideas about
running SCA events in the Crown Province of Ostgardr**

Written and compiled by Various Gentles

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Prologue: One Year Before: You Want to Run an Event in Ostgardr? Start thinking!

So you want to step up and autocrat an event in the Crown Province of Ostgardr? Vivat! You are one of the people who help us all 'Live the Dream' in these Current Middle Ages. If you are up to the challenge of planning and organizing an event in Ostgardr, read on.

The best thing to do is start coming to the Ostgardr Commons meetings, which are usually held on the third Friday evening of each month. Listen to the officers as they make their reports and discuss upcoming events. When you hear about an event you would like to help out at, volunteer! Talk to that event's autocrat and find out where they need volunteers. Even if it's just helping set up the hall for feast, or serving at feast, or washing dishes afterwards, you will get to see what it's like to work at an event. Do this a few times and get to know the people who run and plan events in Ostgardr.

While you are volunteering at events, let any ideas you have about events germinate. What kind of event do YOU want to run? Think in terms of planning a really great party that you want people to come to but you don't have a set guest list. Who do you want to help you run an event? Make notes to yourself if possible, and keep them. When you think you might be ready to autocrat an event, let the Ostgardr Seneschal and the Viceregents know. You can email them directly:

- ❖ seneschal@ostgardr.org
- ❖ viceroyn@ostgardr.org
- ❖ vicereine@ostgardr.org

They can then get you the forms you will need to fill out in order to present a bid to the Ostgardr Officers' Council. These forms are included in the appendices of this book, and should also be available online at the Ostgardr website at some point as well. As you read further in this manual, there will be help in filling out these forms, as well as advice on how to deal with budgeting and other concerns that an autocrat must face.

Ostgardr has a policy of having a first-time autocrat be mentored by a more experienced autocrat. You can certainly approach someone you know has run successful events in Ostgardr and ask if they would be willing to mentor you through your first experience as an autocrat. If they are, when you ask the Seneschal and the Viceregents about autocrating an event, you can tell them you are going to be working with an experienced autocrat. This counts in your favor. Make sure you can work with this person and that they are easily contactable, since you will be working with them for about 9 months.

Keep in mind that the East Kingdom event calendar is pretty full already, and that Ostgardr has 4 cantons that also run events and demos. Try not to step on other people's events. You need to be flexible on this so that your event can get onto the calendar.

Concerning Sites

Do a site walk-through for any new site. If this is an indoor site and there will be dayboard served and/or a feast, a head cook should get to see the kitchen set up. A gatekeeper needs to see the best place for gate to be set up and define how the flow of incoming attendees should be, as well as lay out what will be needed to run a smooth gate – tables, chairs, a place to store personal items. If this is a site that has outdoor areas, you need to see them with regard to possible heavy weapons or fencing tournaments. If the site allows archery, bring an archery

marshal with you to make the final determination as to the fitness for archery on the site. Some sites might say “sure, you can do archery”, thinking that an empty lot next door will do. Archery requires specific amounts of space. An archery marshal is going to be able to determine this better than you might be able to.

New sites are always wanted. If you know of a church, school, campground, park or hall of some sort and that site will rent itself out, the SCA has information that it gives out to potential sites so that we can present ourselves to them as a group that will be trustworthy to rent their space. If you are considering autocrating an event in Ostgardr and want to use a new site, make sure you get the SCA information packet from the SCA, Inc. website –

[http://sca.org/docs/for-siteowners.pdf/](http://sca.org/docs/for-siteowners.pdf) This is a pretty good way to introduce the SCA to someone at a potential site.

In choosing a site that will be useful for an event you want to run, ask yourself and the potential site owners the following questions:

1. For an indoor, or autumn/winter event:
 - a. How is the parking at or near the site? *
 - b. How accessible by public transit is the site?
 - c. How many useable rooms does the site have? What types of rooms are they? (i.e. – Can you use the rooms for things like classes, dancing, merchants or court? Are there rooms to use for changing into garb? What about Royal Rooms? Bathrooms?)
 - d. Does the site have a useable kitchen?
 - e. What are the limitations of the site? Is there a cap on how many people can be in the space?
 - f. Do the owners of the site have specific times that they will or won't rent out the site?
 - g. Will the site allow heavy fighting? Fencing? Archery?
2. For an outdoor, or spring/summer event add these questions to the list:
 - a. What kind of amenities does the site have? Are there showers?
 - b. Does the site allow camping? What kind? Are there cabins on the site?
 - c. Does the site allow fires? What kind? Are ground fires allowed?
 - d. Does the site not have enough toilets? Are you going to have to rent port-a-sans? How much will this cost?

* This is the first question to ask, especially if you are dealing with a site that does not have its own parking lot, or the site's parking lot is small. Remember, even though some Ostgardri take public transit to events most people will be coming by car and need a place to park. If the site does not have decent parking nearby, then it may not be a site Ostgardr will want to use for events.

A question that must ALWAYS be asked is “Will the site allow the consumption of alcohol?” Schools and NYC parks generally do not allow alcohol, nor do some churches. This information MUST be included in your event announcement.

Part I: 9 Months Prior to an Event

Writing the event bid proposal and using the bid forms, initial budgeting

Once you have asked about becoming an autocrat and have gotten the bid forms (and a copy of this handbook) you need to start doing the real work. First thing to do is ask around about who might be interested in helping you run your event. Find a co-autocrat, someone who has run events before in Ostgardr and is willing to work with you. Then, start writing up an outline of the event you want to run. As was said earlier, think in terms of a really great party with no set guest list. Write notes about your ideas. “I want to have a renaissance ball”; “I want to have an archery tournament”; “I would like to open up a tavern”. As you write these things down, ideas may germinate further.

Once you have a fully developed idea, start writing the proposal. This can be in the form of an event notice like on the East Kingdom website – and you can certainly look over what’s there to get an idea of the format. You will need to have at least the following jobs allocated:

- Autocrat (that’s you) and co-autocrat (your mentor)
- Gatekeeper (This can be you or your mentor if the event will be small. If you plan to have a larger event, please have someone else run the gate.)
- Head Cook – this is only necessary if your event is going to serve food. If you are going to have an event where there won’t be food served, then this can be skipped. If you decide you are going to have a dayboard or a feast or both, then you will have to have a Head Cook.
- Marshal for any martial activities planned (talk to the Ostgardr knight marshal, the Captain of Archers and the Fencing Marshal to set up these jobs).

Start with a “come one, come all” type introduction. Make it sound like this will be the grandest thing to come along in the last century. “We are having a fencing tournament” is okay, but “Our back-alley fencing combat scenario will feature marshal’s choice of weapons” is guaranteed to make fencers think about this event. Remember that you are **selling** the event.

Once you have the description of the event written, think about a date or dates that would be available on the East Kingdom calendar, preferably a date about 6 to 9 months away so that you have time to plan your event to the fullest. Also check with our neighboring Baronies of An Dubhaigheann and Settmour Swamp to see if they are planning anything around the time or times you are thinking of. These other SCA groups will draw people away from an Ostgardr event. Contact your tentative sites and find out about availability on the dates you have chosen. Make sure you are clear about not booking the site until everything is okayed and finalized about the event. Some sites will go ahead and create a booking and expect payment right away. Payment for a site rental CANNOT be made by Ostgardr until everything about the event is finalized.

Now that the “fun part” of pre-planning has been done, you need to start on a preliminary budget.

Don’t PANIC. Even if you have NEVER done a budget before, you can put an event budget together. Two simple questions to ask yourself:

1. What are the fixed costs for this event?

2. What are the variable costs for this event?

Fixed costs are things like the site rental cost, variable costs are things like food for a dayboard.

Try this out:

Fixed cost: Site rental will be \$500, and the site can support no more than 100 people; you have \$100 allocated for site tokens, prizes decorations. This gives a total of \$600.

Okay, so $600/100 = \$6$ per person to cover these fixed costs.

Wait a moment – suppose only 60 people come?

$600/60 = \$10$ per person.

You can certainly take an average, $10 + 6 = 16$, $16/2 = \$8$.

Is \$8 per person workable with the number of people you expect will attend your event? Your goal with budgeting for an event in Ostgardr is to have less expense than income, so that the event makes a profit which can be used at a future date for other events. Knowing who your event might attract is key. If you know that people are interested even at this stage of planning, you should be able to say your event will charge \$8 per person. So,

Site Rental	\$500
Decorations, prizes, etc.	\$100
Total Fixed cost	\$600
Variable costs	
Dayboard - \$1.50 per person	??
Feast fee - \$7 per person	??
Income:	
Adult event fee (preliminary)	\$8
Total expected attendance	100
Total expected income (preliminary)	\$800

Working with a Head Cook, food and budgets

You as the autocrat need to be able to work closely with whomever you decide will be the head cook for your event. Here is where you must be able to budget closely. You should sit down with a head cook and talk about what food you would like at the event.

Food for a dayboard is a variable cost: This is where things tend to get interesting. You have to have an idea of how many people might attend the event and work with your head cook. Using the earlier example of a site that can hold up to 100 people, you can say “I will allocate \$1.50 per person for a dayboard, which means you can spend \$150 for dayboard food. A good head cook will be able to provide a decent dayboard for that price.

Feast fees: this needs to be a number you and your head cook agree on and you need to have a firm ‘pre-registration’ policy in order to sit at the feast. If your event is going to have a feast, you need to have a cutoff date for pre-registration. On that date, you take the number of people pre-registered and say “this is the number of people we are cooking for.” If your event can seat 80 at the feast, and 40 pre-register, then you are cooking for 40 people. Your head cook then has a feast food budget per person – at say \$7 per person, the total feast budget for this event would be \$280 (40 x 7 = 280), so:

Site Rental	\$500
Decorations, prizes, etc.	\$100
Total Fixed cost	\$600
Variable costs	
Dayboard - \$1.50 per person	\$150
Feast fee - \$7 per person	\$280
Total Expenses:	\$1030
Income:	
Adult event fee (fixed + variable costs)	\$15
Total expected attendance	100
Total expected income	\$1500
Total expected event profit (loss): Income – expense =	\$470

This is a very simplified version of budgeting. As you get more experienced, you will develop a sense of how many people you can expect at an event, and what your costs will be.

Concerning Comping

“Comping” is the practice of allowing persons to attend your event free of charge. Ostgardr has a custom of not allowing comping at a regular Ostgardr event. All persons attending must pay the event attendance fee. This is a way to guarantee covering all your expenses, as well as trying to gain a small profit from the event. If you ‘comp’ too many people, you might lose money on the event.

If It's a Royal Progress

One of the possibilities that can arise with an event is the presence of the sitting royalty of the East Kingdom and/or their Heirs, the Crown Prince and Princess. If your event is an intriguing enough idea and the sitting royalty don't live too far away or are friendly to Ostgardr, then you may want to at least extend an invitation to them. This needs to be done by the Viceregents, and you will have to ask them to write the invite. Once accepted, however, things for your event will get INTERESTING.

First of all, royalty attending an event DO get comped. This is firm East Kingdom policy. Any retainers they bring, however, pay full fees.

If your event is going to be a royal progress, your attendance will go up by about 20%, since royal progress events bring "court followers". There will be a royal court at your event, and you will have to figure time for that. You will also have to have space at your site for "royal rooms" – rooms for the royalty to retreat to and spend time signing scrolls for the court. These rooms should if possible also have separate bathrooms nearby so that the royalty and their staff can be comfortable during the day. If your event is an outdoor event, then you will need to arrange areas for the royal pavilion to be erected, or arrange to have separate E-Z Ups for the royalty.

Having the royalty attend an event can be fun, but it can also be lots more work than you expected to do. Ostgardr had a fall event some years ago that turned into a royal progress by degrees. First it was the queen coming by herself – she was local to the area and had been to the event in the past and enjoyed herself. Then the king decided he was coming as well. Then the prince and princess decided to attend. This made for some VERY interesting scheduling and feast decisions, since the site was on the smallish side. It turned out fine in the end, but the event staff was EXHAUSTED by the end of the day.

Deciding NOT to have Food

You can certainly decide not to have food served at your event. If you have a site without a kitchen, or a limited kitchen, or an outdoor site with no amenities for cooking, you can plan to have no food served. In this case, advertise a 'potluck' ("bring a dish to feed 4-6 people") or no food at all ("there will not be a dayboard or feast at this event, please bring your own food and please clean up after yourself.") Events like these are still quite enjoyable, and can focus on other activities.

Other Ways to Generate Income

You might also want to consider other ways to generate event income, other than event attendance fees. Having a raffle is one way to go. You can gather up items, or promises of service from people, and raffle them off at a \$1 per ticket. This extra income can be a boon if your event doesn't attract the amount of people you planned on. Also, some sites (i.e. New York City public parks) do not allow you to collect fees on the site, so a raffle might be a good way to generate event income.

Part II: 6 Months Prior to an Event

Your event has been accepted – what next?

The first part of your journey to becoming an autocrat has been doing a lot of preliminary thinking, writing stuff down, filling out forms and making some basic decisions. Now its time to present everything to the Ostgardr officers.

You will need to have your bid forms completely filled out, including your preliminary budget. If the site you want to use is a new one, please also have the site contact forms filled out as well. All of these forms will be in the appendices at the end of this book.

Present all the forms to the officers at the next Commons meeting. The seneschal, exchequer and Viceregents all get copies of your event proposal. They will now look over all your information and give their 'yea' or 'nay' to the event. If you have been thorough, and all the information is presented well, chances are you will get the go ahead for the event.

Yippee! Now, here comes the REAL WORK.

Your event announcement

Once you have the go ahead from Ostgardr, you need to post the event AS SOON AS POSSIBLE on the East Kingdom website. Using the GINGER system is fairly easy, and it should only take about 15 minutes to get the event posted. Basically, you will need to post all the pertinent information about the event – when, where, how much and who will be running various things. Remember I said to look at other event postings? This is where that comes into play.

When the event is posted you will receive an email from the East Kingdom site with an access code for the event listing. KEEP THIS!!! I usually set up a separate folder in my email account just for the event and this email is the first one I put in there. The code you receive will allow you to edit the event announcement, and this may be crucial as you finalize things around the event. If something changes that needs to be reflected in the event announcement, such as a change of event staff or contact information for event staff, this needs to be done by the autocrat ASAP.

Site and Date confirmations and deposits

Just before you post the event on the EK website, you MUST book the date with the site, and arrange for the site payment. As soon as you receive the 'yes' from Ostgardr (and if it's at the Commons meeting, do this then) speak to the provincial Exchequer (bookkeeper/accountant) about having Ostgardr write a check for the site payment or deposit. You should make sure that this step is completed within a few days of the okay being given. Even if you have a good relationship with the site you've chosen, things can go awry. You may have asked for only one possible date, and when you go to actually book the site, the date is closed. Make sure you have several possible dates!

This way you have some leeway if one date is closed. In your proposal you should have had several possible dates listed, so when you have a final from the site, make sure you let the Viceregents, Seneschal and Exchequer know. Also make sure you give the event information

to the Ostgardr Chronicler and Web-Minister so that the event will be listed in the Seahorse and on the Ostgardr calendar.

Site contracts and permits, insurance

The site you have chosen should need a contract or permits signed, and this is the next step in your preparations. The contract should be signed by both you as the autocrat for the event, and the Ostgardr seneschal as legal head of the group.

Events in local parks will need permits, and this step needs to be undertaken as quickly as possible also. Park permits need to be vetted by the parks department, and you will need to make sure they know that we have successfully used park locations in the past.

If your site insists on seeing an insurance certificate, make sure you get a copy of one from Milpitas. This will cost something so add that into your event budget. Events that will include equestrian activities will need the special insurance rider for the event, and this process takes about 6 months. If you know your event will have equestrian activities, please start this process first.

Part III: 5 Months Prior to an Event

Staffing your event to the fullest

Now that you have the okay, the site contract, and insurance if necessary, you need to turn your attention to getting all your staff together. For the proposal, you should have had at least your key staff in place, but now you need to call for staff to fill out the needs of the event. Speak to your department heads – your cook, your marshals, your gatekeeper, and ask them about staffing. Have they started to gather volunteers? Your cook should by all means handle the kitchen staffing separately. Working in a kitchen means being able to take orders from one person and one person only – the head cook. I would recommend you get a list of who will be in the kitchen, but do NOT interfere in choices in this department.

You will need to be in charge of gathering volunteers for set up and take down/cleaning. Put out the word, and keep a list of whose hand goes up to volunteer. As the event draws near, you can contact these people and let them know what jobs they might need to fill. “John, I need you on site early so you can help me decorate the hall. What is the earliest time you can be there?” “Susie, please stay late to help me clean the main hall. Is it possible for you to come later to do this?” You can also conscript people on the day of the event, but having at least a few people in place is good. My choice for day-of conscripting is to have an announcement made near the end of the feast, or near the end of the day if there is to be no feast, something to the tune of “Everyone still on site after the official end of the event is automatically clean-up staff. Please see the autocrat for jobs.”

The one person you will need to work very closely with, besides the head cook, will be your head gatekeeper. This person will be responsible for taking in all the reservations for the event, setting up the gate sheets and giving you the final counts of how many are reserved. This person needs to be organized, able to use a spreadsheet program to set up gate sheets, able to manipulate the entered data. If your event is going to be small enough that you will be taking

the reservations, then whoever you designate to head the gate needs to be as familiar with the sheets you set up and how to use them. Make sure they work with you every step of the way.

Gate Sheets, First iteration

Whoever is taking in the pre-registration fees should be the head gatekeeper. If you are the reservations clerk -

Gate is considered a mundane transaction; there is no need to write down a person's SCA name on a gate sheet. The best advice I can give about doing gate is K-I-S-S (Keep It Short and Simple). Don't let the gatekeeper or anyone who works at the gate make deals for people (i.e. "okay, you are just going to be here for the feast, and will stay overnight, but your friends are coming for the day and leaving before feast, so you can pay this amount, not the advertised price). Set prices are set prices, and the simpler the fee structure is the better.

You should set up a master gate sheet about now. You will need the following information to appear on the sheet:

1. Mundane name
2. SCA member number
3. Expiration date of membership
4. Whether the membership card is blue or white (this matters because a blue member card has a signed waiver on file, a white member card does not).
5. What the reservation is for – i.e. day with feast, day only, more than one person.
6. How the payment was made – i.e. cash, check or money order (with these last two you should have the check or money order number recorded).
7. If the person reserving is not currently an SCA member, the non-member surcharge needs to be included in the total, and recorded separately as well.
8. Date the reservation was received.
9. A total amount paid.

The best way to set up a master gate sheet is to use MS Excel. It is an easy program to use, and has features that will let you not only create your master gate sheet, but pull out the feast reservations when you need to do so.

Below is a reduced-size version of a possible master gate sheet (landscape style works best):

Name: Last, First	SCA MEMBER #	Exp date	Blue/White Card	W/ FEAST	DAY- ONLY	NMS	\$, CK, M/O	Date Rec'd	TOTAL
Jones, Ann	123456	01/01/11	Blue	X			Ck # 1234	1/2/09	\$20
Smith, Jim	234567	02/28/2011	Blue	X			Ck # 2344	1/4/09	\$40
Smith, Jane	234588	02/28/2011	White	X					
Cabot, Rick			N/A		X	\$5	Cash	1/8/09	\$17

Notice how the Smiths are listed with one person slightly indented. This indicates that one person has paid for the other. You can certainly do this with couples whose last names are different as well (Smith, Ann might pay for Jones, Tim) With this style of gate sheet, you make

it easy to tell who has paid for whom, by simply listing the payer first and the persons paid for beneath. Sometimes a person will pay for several people at once, so this becomes a quick way to tell, especially on the day of the event, if a person has been paid for. Sometimes a person will simply say “Here’s \$XX amount, I am bringing 2 guests.”

With this type of reservation, list the people this way:

Name: Last, First	SCA MEMBER #	Exp date	Blue/White Card	W/ FEAST	DAY- ONLY	NMS	\$, CK, M/O	Date Rec'd	TOTAL
Jones, Ron	345678	12/31/2011	Blue	X			Cash	2/3/09	\$60
Jones, Guest 1				X					
Jones, Guest 2				X					
Tyrone, Jan	456789	4/30/2012	White	X			Ck # 2340	2/8/09	\$ 20

This way, you have at least some idea of who has paid. You will need to tell the payer that he/she needs to tell their guests that, when they get to the event, they will need to tell the gate staff “I’m the guest of so-and-so.” This way you get to check off that the guest has shown up.

When this type of reservation occurs, you will need to do something on the day of the event that doesn’t get done with other reservations. You will need to find out if the person has an SCA membership and get that information at the gate. If the person does not have a paid membership, or the membership has lapsed, you will need to collect the \$5 NMS charge right then and there.

In your event announcement, make sure you tell every possible attendee that sending in all the pertinent information with their reservation guarantees a quick pass through the gate. ALL PERTINENT INFORMATION INCLUDES mundane name, member #, expiration date and whether the member card is blue or white. If a member has a blue card, they will not need to sign the waiver at the gate. If a member has a white card they will need to sign the waiver, and of course, if a person is not a member they will need to sign the waiver. This is why you include the column for blue or white card in your gate sheet.

If your event is going to have a tournament, or include merchants, you will need to include other columns in your gate sheet, such as a column for “Merchant”, “Tournament Participant” You might also want to include a “Notes” column. I find this helpful if you don’t want to have separate columns for the above mentioned. You can use a notes column to record “This person is staff”, “This person is kitchen staff” “This person is a merchant-\$5 table fee paid/owed”, “Problem with payment amt-call autocrat to gate when arrives”, “Tourney Participant-needs list-field token”. Such notes help the gatekeepers and the autocrat maintain a level of sanity when things aren’t as clear by just the “pertinent information”.

Merchants

If your site will permit the event to host merchants, you will need a 'merchant liaison'. This person should be part of your primary event staff and go with you to look at the site. What they are looking for is

1. What are the dimensions of the space you are planning to use for the merchants? Can we get a chart made of the space so that table placing can be thought out?
2. Are tables and chairs available at the site or will merchants have to bring their own?
3. Is the space going to be just for merchants or will it be used for something else later in the day? If so, what time frame for set up and take-down of merchant tables are planned?

Having merchants at an event can be fun, and if done in a medieval way, can add a note of "a market day" to an event. You can also plan on charging a nominal fee for a merchant's table – say \$1 or \$2 per table. This extra income can be helpful as well.

Part IV: 3-4 Months Prior to an Event

Any Volunteers?

By the 3-months-before-the-event mark, you should, as autocrat, have at least 6 people on a "volunteer" list. If not, start posting to the Ostgardr and canton lists to call for volunteers, or make calls to people you know who have said they are coming to the event (even if they haven't sent in a reservation yet).

Even a small event is going to need volunteers to help out with things, mostly pre-event set up and post-event clean up. A pre-set clean up crew can save both time and hair-pulling at the end of a long day. An early-arriving set-up crew can make the place look great for when the other attendees start showing up. Putting up banners, setting up chairs and tables, putting up signs to show where certain things are taking place, setting up an EZ up in an outdoor space for things like water and Gatorade for fighters and fencers, and a list field tourney sign-in table, or for an archery tournament – all these things should be done by the time the gate opens. Having volunteers to come and help is a big part of being an autocrat – remember – you only have 2 arms and 2 legs and you can't be in every place at once. Delegating tasks is your best bet. Finding volunteers to do these tasks should be a priority now.

What about site tokens?

At this point, if you are going to have a site token for the event you need to start putting them together. Having a site token for an event is neat, and a way for the attendees to remember your wonderful event, but it is not needed.

Site tokens can be as simple as a twist of different colored ribbons on a safety pin, or as elaborate as a pewter-cast medallion on a leather or silk cord. Whatever you decide, the token should reflect the theme of the event. A favorite token of mine is a green glass castle on a ribbon, which was a token for a Mudthaw I went to some years ago. Another token favorite is a simple 3-beads-on-a-safety-pin, which was a token for a canton event in Lions End.

What you need to decide at this point is what you are willing to spend on site tokens. You can make very inexpensive, but fun, tokens with nothing more than colored ribbon and safety pins. This expense, if you are planning to use site tokens, needs to be in the initial budget.

If you know someone who can do an elaborate site token and will do it either for free or very low cost, by all means, do it! Someone with access to pewter casting implements, or glass-blowing implements, or leatherworking tools can make very nice tokens. I have a leather piece from a “Vinland Raids” event that is a small square of undyed leather, with the stamped-in shape of a Viking longship on it. It’s lovely. The group who held the event had a leatherworker in the group who made the tokens for free.

Part V: 2 Months Prior to an Event

What about prizes?

Having a tournament of any type means you should at least consider having prizes for the winners. Sometimes you can’t afford it, sometimes you can.

If you can afford to have prizes, even little ones, do so. Calling up a tournament winner in viceregal court and presenting a prize and hearing the ‘Vivats!’ is part of the medieval atmosphere. One Agincourt that Ostgardr ran had each tournament winner come away with a handful blue and red jelly-belly jelly beans in blue and red cellophane baggies tied up with blue and red ribbons. Blue represented France, red represented England. The prizes cost about \$25 all told, and each winner not only came away with a neat prize, but one they could also eat!

Big prizes are also nice, but definitely not recommended unless you want to spend the money yourself and not recoup the cost. Giving a piece of armor to a heavy-weapons tourney winner, or a sword (a real one, not a rattan one), can make for oohs and ahhs in viceregal court, but play havoc on your pocket. Don’t commit to big prizes unless you are sure you can!

‘SCA This Way’ Signs

To help attendees find your event, especially if it’s in a new site, you will want to have signs posted along the preferred traveling route(s) to the event. Start about 2 miles away, and post signs where turns need to be made. Having these signs out on the route goes a long way back in the SCA, and makes people coming from outside the local area feel better about getting to the site.

Part VI: 1 Month Prior to an Event

Finalizing things

You now have 1 month until your event – 4 weeks. In this time period you will become busier than ever. Don’t schedule a lot of mundane, outside things if you can help it. You will need to be available.

During this time period you will be taking in lots of reservations. Most SCAdians wait until about a month before the event to send in reservations. You might see as many as a dozen to

two dozen reservations come in one day. They need to be recorded in the order received (this will help determine who is on-board for feast and who might be on a waiting list).

By this time all staff should be reserved. Any confirmed staff or staffing volunteers who have not reserved need to be called and reminded.

You should also plan to attend the Ostgardr Commons meeting now. You can make the announcement that you will take reservations here, as well as give an update to the officers of the status of the event. Is it on-track? Have there been changes that need to be known to the officers? Is there a major problem? All these things should be in your report now.

You should also schedule a final staff meeting for the event to include the Ostgardr viceregals, the Ostgardr exchequer and the Ostgardr seneschal for sometime during these 4 weeks, the closer to the 2 week mark the better. At this meeting you need to get all the last bits in order. Your head cook should give a final menu, and you should be prepared to give a final feast attendee number so that your cook will know how many he/she is cooking for. You should know when your staff is arriving. You should have a list of tasks to be done on the day of the event started. Your gatekeeper should have all the final numbers for you, as well as a preliminary list of possible problems that have not been resolved.

The viceregals will need to be at this meeting for a couple of reasons. They need to start thinking about viceregal court. What awards do they want to give out? Do they have announcements for the populace? Do they have sea-stars to give out for previous events or demos? Are they going to need to recognize tournament winners? Are there liable to be other bits of business at court? How long a court do they think they will need? If there's going to be a feast – who will be sitting high table with them? (you can give them a list of pre-reserved so that they can start to make decisions). Even if they don't have all the answers for you, they at least can get back to you soonest with their answers.

The Ostgardr exchequer and seneschal should attend this meeting too, in order to do a couple of things. First, you need to hand off any monies collected so far to the exchequer and get the Ostgardr cash box, as well as set up for gate seed money. The best way to do this is to take about \$100 in cash from the monies collected (if possible) and go to a bank and get singles and fives for change. About \$70 in singles and \$30 in fives is good for a small event. Larger events might need about \$150, with the divide being \$100 in singles and \$50 in fives. If you don't have the cash from reservations, you can ask the Ostgardr exchequer to advance the \$100 or \$150 to the gate, which will be deducted from the take later.

At this point you will also need to make sure that any newcomers who need 'gold key' (loaner garb) are directed to contact the chatelaine or whomever is holding the gold key locally. Or you can contact the chatelaine and set up gold key for an event. Ostgardr, unlike other areas, does not always bring gold key to an event. If you have newcomers, please make sure you contact the chatelaine or gold-key holder so that loaner garb (and if needed, feast gear) is available.

Part VII: 2 Weeks to the Event

Final Site Walk-Through

Sometime during the last 2 weeks before an event, you should contact the site and make sure all the bits are in place. Has the site payment been made? Does it need to be made the day of the event? If the site is looking for payment on the day of the event, contact the Ostgardr exchequer and make sure you have a check written from the Ostgardr checking account made out to the site that you can bring with you. Any insurance certificates that are needed by the site should either be there or be sent to them ASAP.

If this is a completely outdoor site and there will be overnight camping involved, you need to check the site for campsite readiness. Does the site's grass need cutting? Are there mosquitoes? How are the site's facilities? Do the bathrooms look clean? Are there shower facilities? You should be walking through, making notes on what needs to be done by the SCA on the day of the event, and what the site might need to do. Speak to your site contact and ask about what the site is planning to do before the day of the event. If the site is planning to make any changes, or there are changes to the site that have taken place during the time between booking and now, make sure you have ways to deal with it.

For example: indoor site: you booked the site thinking you would have access to 2 sets of bathrooms and a room that people can use for classes. When you do the walk-through, you find that one of the women's bathrooms is being worked on and the room you wanted for classes is being used as the workmen's staging area. You then have to see if you can use another room for classes, and make sure that you have signs up at gate on the day of detailing the work area so people don't hurt themselves or try to use a bathroom or room that isn't useable. If this necessitates changes to the site rental amount, make notes and call the Ostgardr seneschal, exchequer and viceregals ASAP to tell them.

For example: outdoor site: you booked the site without really seeing the bathrooms available. When you do your walk-through, you see that the bathrooms are filthy and the site tells you they cannot supply extra TP. *This is unacceptable for the SCA.* You will need to arrange to get to the site either very early the day of the event or the day before the event with a cleaning crew and clean the bathrooms as best you can. You will also need to bring extra TP to the event to put in the bathrooms. Save the receipt for the TP as this is now part of event expenses.

Whatever you encounter, doing a site walk-through, even on a well-known site, is a good idea. You can also make up your lists of decorations now, and also see how you want to move stuff around to help create the medieval atmosphere in your site.

Last Call for Feast!

By 2 days before the event, if you are planning a feast, you need to announce that you will not be taking any more feast reservations. However many feast seats are sold at this point is the number you give your head cook, and then, if you have not sold out, you can add a few seats to be sold the day of the event.

For instance: your hall seats 100. You've sold 75 seats by the 2 day before mark. Tell your head cook to plan on cooking for 80 people. This way, you will have plenty of food and have the option to sell 5 more seats on the day of the event.

If the feast has sold out, you need to announce that there's now a waiting list. Chances are someone isn't going to show up, and you will get 1-4 people into the feast. For people who have pre-registered for feast but are on the waiting list, hold their checks or cash and use your notes column on your master gate sheet to write in "WAITING LIST". If they get into the feast, then all is well. If they do not, then you will need to arrange to refund the feast amount, if possible. You will need to contact the people on the wait list and ask them if they want to be on the wait list or not. If they do, follow the above instructions. If they do not, then you can arrange for them to bring a new check and you can switch checks. Cash can be refunded at the gate. Money orders will have to be cashed by the province and a refund check will need to be issued (make sure you call the Ostgardr exchequer and notify him about any refunds due because of feast sell out!)

Gate Sheets, Second Iteration

Now is the time to start creating gate sheets that you will use on the day of the event from your master sheet. If you have created the master sheet in MS Excel, this will be an easy process. If this is something that your gatekeeper has been doing, you need to be there for this process.

First, make a copy of your master sheet in the same file. For pre-registered feast attendees, break them out and then alphabetize the names by mundane last name. For pre-registered day-only attendees, break them out to another sheet. Same thing with a feast waiting list, only this sheet needs to stay in "order received" so that you can see who would get the first seat available. You can also alphabetize the waiting list, and then note "1", "2", etc. next to the name. Examples of gate sheets in this stage are in the appendices of this book.

For the pre-reserved sheets, you need to pull out some information and add other bits of information. For instance, a gate person is not going to need the information about check numbers or dates received. A pre-reserved gate sheet should look something like this:

Name	SCA #	Exp Date	Blue/White	NMS	Notes	Arrived
A b b o t , Jane	234567	02/2010	Blue		Staff	
Burns, Jon	456789	10/2010	White		Waiver	

The arrived column is used to check off when the person arrives at the site. This is helpful for when the gate is about to close – you will need to see if someone who reserved for feast did not show up. The notes column helps sort out needs. The "staff" notation tells the gate that the person is part of the event staff and should see the autocrat when they arrive. The "waiver" note with the "white" in the Blue/White? column tells the gate person that the attendee has a white card and will need to sign the event waiver. Other notes could be "kitchen staff", "owes \$2 for merchant table", "refund due-overpaid", "need to see member card" This is key if the person reserved and did not send member info. You will need to make sure the card is seen and written in. If the person cannot produce the member card, or a current Pikestaff-which is also a perfectly acceptable way to prove membership (but the person will need to sign the waiver), you will need to collect the NMS from them and they will sign the waiver.

Part VIII: The Day Before the Event

What Else Do You Need?

This small question is key here. At the day before the event you, as autocrat, should be calling (as in phone call) all your key staff and asking them this question. Your head cook may say “oh, can someone bring another jar of pickles for dayboard?” or your gatekeeper may say “I need pens and can’t get any just now.” You are responsible for making sure all the little details get worked out.

If you can, take the day before your event off from work, or try to arrange to leave early. Taking the day off is better, but we all know how hard it can be when you need the money mundanely. This day needs to be about doing all the little things that need doing for the event, including taking time to breathe and relax!

Gate Sheets, Last Iteration

You will also need a “day of” gate sheet to write up the people who “just show up”. There will be a few of these at least. A day-of gate sheet should include the following information:

1. Mundane name
2. SCA member number and expiration date
3. Whether the member card is blue or white, or whether the person showed a Pikestaff as proof of membership.
4. Amount paid and type of payment (cash, check)
5. If the person is not a member, a column to record the NMS collected.

Usually, day-of walk ins will be for the day only. Example:

Crown Province of Ostgardr: “MY EVENT”

Date: MM/DD/YYYY

Name	SCA #	Exp Date	Blue/White? Pikestaff?	NMS	Total Amt Paid

You will also have to do any updates to the pre-reserved sheets and make up the final “gate use” sheets from the pre-reserved master. I like to 3-hole punch these and put them in ¼ inch 3-ring binders and then label the binders “Pre-Reserved” “Day-Of” and “Master Lists” You can divide the “Pre-Reserved” into “Feast” and “Day Only” if needed.

Once the gate sheets are set, print them and then put them with the pile of stuff to bring. If your gatekeeper has the sheets, make sure you see the final copies. This can be sent via email for your keeping until after the event.

Waivers, Signs, Site Tokens, Feast Seating Chart – Ready to Go!

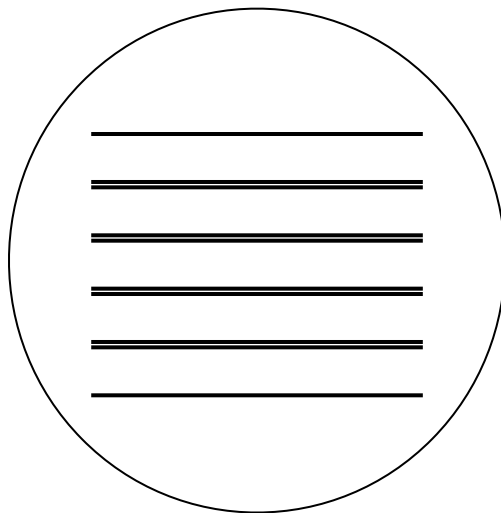
There should be a pile of stuff that you are bringing to the event as the autocrat, or your key staff members are going to bring. The gatekeeper should at least have the blank waivers (downloadable from sca.org), pens, pencils, clipboards, bowls or open boxes for the site tokens, the gate-box and the seed monies set up, if not also the gate sheets and their binders. The gatekeeper might also have the site tokens, and a blank, but set up, feast seating chart.

What's a feast seating chart?

Okay. On the day you did your final walk-through of the site, you should (or your gatekeeper should) have sketched the feast hall and the tables as they will be on the day of the event, the way you want them set up for the feast. There should be a high table, as well as however many tables the hall will hold comfortably.

A large piece of poster-board can do the job well. Draw out, using rulers or a compass (if the tables are round) the layout of the tables in the hall. Put lines, evenly spaced to denote seat divisions. For example:

This denotes a rectangular table able to seat 8 people. For round tables try this:



The lines denote how many can sit at the table and allows people to fill in names. A seating chart is essential to have for an event with a feast because it allows people to choose where they want to sit. Except for High Table, which should be filled out earlier, the feast seating chart should be put out for people to fill in when gate closes, usually about 4:30 pm.

Any “SCA This Way” Signs need to be gathered and ready to put up. If you can get them put up the night before the event – great! If not, make sure someone is able to do so early in the morning.

Site tokens should have been finished before now, but if not, make sure they get finished and have a place to be at the gate table. If you have simple site tokens, like safety pins with beads or ribbons, a bowl of some sort will do. If you have something more elaborate, like a medallion on a ribbon, you may want to use a hanger to hold them and then gently fold them into a Rubbermaid box to take to the event. If your site tokens are broken up by “for feast” and “for day” make sure you store them separately and keep them separate at the gate.

Contingencies, or “Uh-oh!”

Sometimes, the best laid plans go awry.

The main reason to have the day before the event off from mundane work is to deal with the ‘uh-ohs’. As you are making the “Do you need anything else?” calls to your key staff, you may encounter an ‘uh-oh’ and need to deal with it.

Suppose your fencing marshal has the flu and you have a big fencing tournament planned for the event? Does the fencing marshal have a back-up? He or she should have a back up, but if not, you will need to make some calls. Check your reservations list. Who on that list is also a fencing marshal? Do you know? Ask if you do not. Make calls! Make sure you have a fencing marshal for the tournament!

Suppose your head cook tried to make a “coffin pie” and the “coffin” didn’t work and now he or she can’t make another. Is there a large pot that can be used to hold the pie (or just the filling) for the dessert course?

And, just suppose you get sick. If you are not contagious or running a fever, you can take whatever over-the-counter drugs you may need and go, just make sure you have plenty of tissues and orange juice! (and stay away from as many people as possible!) If you are really sick, make sure your co-autocrat (your mentor) has all the information and can pick up anything you may have at your home so that he or she can make the event go off.

Whatever happens, you need to be able to deal with it. Plan for the worst, expect the best.

Part IX: The Day of the Event

Early in the Morning, or – It’s Here!

Make sure you leave plenty of time to get to the site early. You should be the first one there. If your event starts at 10 am, you need to be on-site by 8 am, tops, and 7:30 am is better if possible. If this is an indoor site where someone will need to open the doors, make sure that you get there as soon as the site can be opened. If this is an outdoor site, give yourself 3 hours leeway – a 10 am start means you need to be there at 7 am.

Have a checklist ready so that all the things you need to bring are packed. If you are driving yourself there, call your co-autocrat, the gatekeeper and the head cook when you are on your

way. They should give you ETA's as to their arrivals. If you are being driven in by someone, or are taking public transit, make sure you make these calls as soon as you can.

When you get to the site, take out some notepaper and begin your pre-event punch list. What needs to be done? Decorations hung? Gate set up? Bathrooms checked for tp? The main hall set up for dancing? The dayboard and feast food unloaded and set up in the kitchen? The Ostgardr feast gear unloaded? Make sure you assign tasks to all the volunteers who show up. Help where you can but don't get in the way.

Cross off tasks as they are accomplished on your punch list and start the punch list for after the event, everything in reverse!

Get the gate set up as fast as possible and make sure all the early birds get checked in. All the staff that show up early should have reservations, so it should be a matter of checking off a name and possibly seeing a blue or white membership card, or a Pikestaff or printed membership voucher from SCA, Inc.

For an outdoor camping event you might want only the staff to show up on the Friday night (make sure it says that in the event announcement). This way the site can be set up as much as possible the night before, including the gate, and in the morning you can concentrate on things that could not be done in the evening. Setting up the list field or fields, setting up an archery range, marking off parking areas, putting out the site signs (List Field This Way →, Gate Here, Bathrooms this way →)

Garbwise, for an outdoor event, wear comfortable garb that you don't care if it gets dirty. Women, wrap your hair in a veil and wimple or a headscarf of some type; men, wear a hat. Don't worry about being dressed to the nines. You are there to work, not be gawked at!

For an indoor event, especially one that will have a royal court at the end of the day, bring a set of 'good garb' to change into. Wear comfortable, older garb during the day. Again, you are there to work, not be gawked at. For a royal court, change beforehand, and then after court, if you need to be available in the kitchen, change back.

And, oh yeah, remember to eat! And hydrate! Definitely hydrate!

The Autocrat at the Event – You are Responsible!

What it says. At the event, you are the final arbiter of what happens. The only person who can outrank you at the event is the Ostgardr seneschal, and then only if there's a mundane legal problem that needs to be solved or if you have to go offsite (don't, if you can help it!) during the day. Your word is law at the event, your common sense must come into play.

For example: the gatekeeper calls you over. There are 3 people at the gate who say they paid but their names can't be found on the gate sheets. You need to ask them "Who paid for you?" What name would have appeared on the check or who gave in the cash? When was the payment made? If after all avenues have been exhausted (including checking the master list and going through checks received but not given to the Ostgardr exchequer) the names can't be found they will simply have to pay the day-of fees, and if they balk at that, then stand firm. Someone goofed and thought they paid. Either pay at the gate or don't attend the event. Finito.

For example: the head cook calls you in. Seems that one of the ovens isn't working correctly and they can't use it for cooking the feast. The other oven is too small to do all the work. Get the site contact person ASAP. There should be someone from the organization you rented the site from there. Tell them the situation. They may have a tech who can come and help. Meanwhile, tell the head cook to use the good oven as best they can, and the stove tops. A good head cook will be able to rearrange things until the oven can be fixed. If the oven can't be fixed promptly, make sure you note that for your event report to the province, and see if you can help the head cook. Is there a way to get a grill to the site? Can someone take some of the food back to their place if it's close by to get it cooked? Whatever the decision you make, stand firm.

Try to enjoy the atmosphere and the event at least a little, but be on call if someone on staff needs you. Remember, you are responsible!

Receipts and Expense Reports

The head cook, gatekeeper, marshals and any other staff that incurred event expenses should have some expense reports and receipts for you when they arrive. You can send them the blank expense report (see appendices this book) and tell them to attach all receipts. If anything has to be bought the day of the event (remember the pickles I mentioned in "What else do you need?") make sure you have a blank expense report on hand. These expense reports need to be checked against the receipts, everything totaled up and signed off on by you as the autocrat (and possibly co-signed by your co-autocrat and mentor) and then given to Ostgardr's exchequer. When the event income is tallied against the expenses, those who incurred expenses should receive a reimbursement check from the Ostgardr account, as long as you stayed within your budget.

If anyone who has incurred expenses for the event does not have all their receipts and the expense reports for you on the day of the event, give them until 14 days after the event to get them to you. Final. If they don't get their receipts to you by 14 days later, they lose out on getting reimbursed.

Day is over, on to the feast

Once the day's activities are over – the tournaments run, the dayboard put out and consumed, the classes run and any other activities finished, when at least viceregal court is over, then, *if there is going to be one* – then – onto the feast!

The blank seating chart talked about earlier should have been set out and an announcement made around say 4 pm. Gate should be closing about then anyway, and anyone on a waiting list for feast should be told whether or not they will be able to sit at feast. Everyone staying for feast should then begin to bring out their feast gear and the hall where the feast will take place will need to be set up. Gather your volunteers and start moving tables and chairs!

Ostgardr has a set of plain white tablecloths that you can use to cover rectangular tables, but as of this writing, there aren't tablecloths for round or oval tables. People can certainly use their own tablecloths if you don't want to bother with the Ostgardr tablecloths (which, if you use them, will have to be washed, folded and handed back over to Ostgardr's chamberlain as soon as possible, or handed over to the next autocrat for an event in Ostgardr). Using the white

tablecloths helps enhance the atmosphere of the hall, and you may even want to encourage people to bring tabletop heraldry displays.

A table should be co-opted to lay out serving bowls and trays near the kitchen once food begins to be plated from the kitchen. Servers should be ready to begin serving first courses once everyone is seated and the high table has been properly set up and the Viceregens walk in and sit down.

During this first course you should, if you have planned for it, begin having performers come up to entertain the feasting crowd. One or two performers per course is okay, or you may want to have the entertainment for between courses. Conversations will of course be going on at the tables, so all you may want to have is some background music, which can be provided by some of our excellent musicians, or you may want a “bard in a box” (MP3 player with speakers) unobtrusively placed to provide some music. Whatever you decide, remember, all will add to the atmosphere of your being at a medieval feast.

When the toasts are made to the royals, the Viceregens and the cooks, make sure if you have entertainment planned for after these toasts, that it be rousing and cheery. People want to leave on a good note. Having someone sing a sad song at the end of a feast is maybe not so good an idea. A hearty “Let’s Have Fun” type song is best.

Reconciling the Gate

Now comes the part of the day that most autocrats absolutely hate. When the gate closes, gather your gatekeeper, yourself and, if available, the Ostgardr exchequer into a private, quiet space so you can reconcile the gate monies. Take the gate box, the gate sheets, pencils, pens and some scrap paper and get ready to figure out how much the event has taken in.

First, separate out the denominations of bills into \$20’s, \$10’s, \$5’s and singles. Count each denomination and write that figure on a piece of paper, for example:

32 in \$20’s = \$640

25 in \$10’s = \$250

16 in \$5’s = \$80

46 in singles = \$46.

Then count up what you got in checks at the gate.

14 checks totaling \$256

Add everything together: $\$640 + \$250 + \$80 + \$36 + \$256 = \$1,272$

Take away the gate advance monies (if necessary) - $\$100 = \$1,172$ at the gate.

Now, you need to reconcile this figure with the gate sheets.

Count the people on each sheet who paid at the gate. Break them up into adult and child. Take the advertised price for each and multiply by the number of adults and children you have listed. If you have people who paid for feast at the gate, make sure you count their price separate. If the event includes overnight camping fees, make sure you have those people listed as

camping in that fee structure. Count the non member surcharges collected as a separate amount.

For instance:

65 adults, day, at \$15 = \$975

19 children, day, at \$7 = \$132

NMS collected, 13 people at \$5 each = \$65

Total that should have been collected: \$1,172

This is why the fee structures should be kept simple. When you as the autocrat and the gatekeeper do this reconciling at the end of the day, the simpler the fee structure, the better and easier and quicker it will be to add everything up. Complicated fee structures can create havoc at this stage, and deals made at the gate will completely discombobulate things.

These two totals should match exactly. If they don't on the first go around, do it all again, and again, and again. You, the gatekeeper and the Ostgardr exchequer, should come out even on both sides. If there's a small discrepancy, like a dollar or two, and you can't figure it out, let it go. Close is better than big gap, but a perfect match is best.

After you figure the gate take, get out the figures for the reservations, these should be on the master gate list you had. Add the two figures together. This is the total take for the event. If you know the totals for your expenses you can do the preliminary math and see if the event might have made a profit. If it did, congratulations! You've run a successful Ostgardr SCA event.

Put all the cash and checks and the gate sheets and the reconciling sheets into the Ostgardr gate box and lock it. Put the gate box in your car or give it to the Ostgardr exchequer. If the Ostgardr exchequer is not at the event, put it in your car and make sure it's hidden. You will need to get the gate box and the formal event report to the exchequer soonest.

The End of it All

The event is over, conversations are punctuated by laughter.

At this point, your end-of-event clean up staff should be gathered and you should make an announcement that the event will be closing soon and you would like some more volunteers for clean up. Your end-of-event punch list of to-do should come out.

Once you have all your volunteers, start assigning jobs. Tell the kitchen staff to get out and take it easy somewhere. Go home if they can or want to. Have servers or volunteers bring in all the Ostgardr feast gear still on the feast tables. Start the dishwashing volunteers to their tasks and have someone take charge of getting all the feast gear packed away. Rotate dishwashers about every half hour if you can. Get out of your garb and into mundane clothes or some very old and worn and dirty garb you don't care a thing about (I call this garb "grublies"). Assign other volunteers to cleaning up the site – vacuuming carpets, mopping floors (except the kitchen floor, this gets done last) putting furniture back into place (where you found it this morning), cleaning up bathrooms (replacing tp if you can, emptying garbage cans). Any leftover food that can be salvaged or that people want to take home can be put into

sealing plastic bags or restaurant-style aluminum covered plates if you can get them. Leftovers not worth saving get filed under G (GARBAGE).

The SCA has a reputation of leaving sites cleaner than they found them. Don't do a sloppy job getting things cleaned up. Remember, we want to be able to use the site again, and if the people we rented from like our style, we will be able to have more events at the site, and maybe even get a better price for the site.

If anyone finds things left at the site as they are cleaning that are SCA – goblets, pouches, jewelry, books, garb bits, etc. – make a bag of stuff and take it home with you. As the autocrat, you will be responsible for these items until they are claimed or at least a year has passed and no one has claimed them. Then you can put them up for “free to a good home” at another event.

When all the cleaning is done, the Ostgardr feast gear is packed away and loaded into whoever is taking it back to storage in car or van, when the kitchen is spotless and all the garbage has been bagged, tied up and taken out, when everyone has gone but you and perhaps a couple of volunteers, it's over, In the immortal words of Tracey Ullman, “Go Home Already!”

Sleep, ah, sleep....

The Day After the Event – Whew!

The day after you've autocrated an event in Ostgardr should be a day of rest for you. If you've run a single-day event on a Saturday, your Sunday should be peacefully quiet. Go out for breakfast or have it delivered. Get the Sunday papers, do a crossword or two, read the comics. Rest.

If you've run an overnight camping event, your clean up day will be the Sunday, in which case you should plan on taking off Monday from work if you can. You should always plan a day of rest after an event. If you can't take the Monday off, make sure all the clean up on Sunday is accomplished by noon at the latest.

For outdoor sites, you will need to do a 'walk the site' with at least one other person. You are looking for any garbage tossed on the ground, items left by SCA people, making sure that any port-a-sans rented are cleaned and picked up, etc. Garbage should be bagged and put into proper receptacles, left items should be bagged and dealt with as above mentioned. Again, leave the site cleaner than you found it.

The only thing you may want to do SCA-wise the day after an event is to make a list of people to thank. List all the people who worked the event, from the volunteer who helped set up the event site to the key staff. If you have this list already prepared (you can certainly assign one of your volunteers to take names down on the day of the event), you can shoot that list off to the Viceregals for award of sea-stars at a later event and then prepare an email to go to all the local lists (the general Ostgardr list and all the canton lists) thanking all the people who worked at the event and made it fun for all who came. Thank those who came to the event (and you may want to send these thanks to the An Dubhaigeann and Rusted Woodlands lists as well).

Sending out thank you's is an old and respected custom, and one we should never let slip, even if the thanks are now sent by email or texting.

Personal notes to each key staff member are also appreciated, as well as thanks to the Viceregals. These, if you can do it, should be handwritten and mailed. Simple thank-you cards can make a person's day, especially if they were in the kitchen and didn't get to really 'attend' the event.

Two Weeks After: Event and NMS reports

By the next week after the event, you should have most of the information needed to file your event report (income, expenses). Even if you don't do the actual report, you should at least have the information drafted into one of the forms that the kingdom has on its website. This report needs to be cc'd to our provincial seneschal, and, if the event was run from one of the cantons, to that seneschal as well. The reason for this is that the quarterly seneschals' report needs to include the event information, and this report is the best way for them to do so.

The NMS report should be handled by the exchequer. You, as autocrat, should receive a courtesy copy. This report will simply be a list of how many NMS's were paid at the event, but you as the autocrat should keep this for your own edification for future reference.

By Next Business Meeting: Wrap Up – and can we do it again?

The next Ostgardr Commons meeting after your event should be one you attend and can give a summary of the event as a final report. How much the event made as profit, if any; if the event broke even; if it lost money. Why these things happened, in your opinion, especially if the cause of losing money was something that can be fixed the next time that site is used. Event reports and NMS reports should be filed with kingdom and copies given to the Ostgardr seneschal, the exchequer (if you did the reports), and a copy for you. NMS monies collected should have been sent to kingdom with the NMS report. If there were lots of people paying the NMS who are new to the area or new to the SCA, give the list of names to the chatelain(e). If these people are known to him or her, it's simply a restating of new people for his or her quarterly reports. If the people who paid the NMS were people known in Ostgardr who just didn't have a member card handy, make a small announcement that people should get their memberships updated or find their member cards.

And, as a final part of your report, offer to autocrat another event, sometime in the far future...

The Ostgardr Autocrat's Handbook
Appendices

Being the Forms and Information Left Out of the Main Book
Draft 5: March 31, 2010

Crown Province of Ostgardr

Event Planning Sheets

<i>Timetable</i>	<i>To Do List</i>	<i>Completed On (Date)</i>
Nine Months Prior	Event bid proposal due (includes site information, preliminary budget and key staff information, as well as an event summary and preliminary list of planned activities)	
Six Months Prior	Event acceptance by Officers Council: Event Announcement to EK Website and Pikestaff; also to Seahorse and Ostgardr website	
	Confirmation of Date and Site with Site Contact	
	Obtain Site Contract and any necessary permits	
	Order insurance certificate and/or rider if required by site	
	Site Deposit paid	
	Formal Invitation to Viceroy and Vicereine; formal invitation of royals if warranted	
Five Months Prior	All staff are selected and confirmed	
	Full event schedule written up	
	Calls made to ask for volunteers - preliminary	
3-4 Months Prior	Preliminary feast menu is presented	
	Preliminary dayboard menu is presented	
	Site tokens are decided upon and started	
	Volunteer list is started	
2 Months Prior	Any changes in feast or the feast budget are given to the autocrat/financial committee	
	Prizes for any tournaments are decided by autocrat and marshals	
1 Month Prior	Final feast budget and menu	
	Final Dayboard budget and menu	
	Arrangements for the Ostgardr cash box to get to the gatekeeper	
	Arrangements for the Ostgardr feast gear to get to the head chef	
	Final Staff meeting, to include all key personnel, as well as Ostgardr exchequer or deputy, and the Viceregents	
2 Weeks Prior	Call to site contact to verify date and site; arrangements for final site walk-through with staff	
	Call to head chef to verify size of feast, as well as to let him/her know how many pre-registered gentles. Any scale-downs should be done now.	
	Feast seating chart drafted	
	Gate box seed monies to be set up	
Day Before Event	Gate sheets set up from preliminary master sheet	
	Check weather and make any contingency plans	
	Put up SCA signs along route to site	

Day Before Event	Autocrat's final check of items for event: includes calling marshals to verify list ropes, activity coordinators to verify any needs, and the viceregents to verify when they will arrive	
	Site tokens are finished and ready to go to site	
	Waivers are printed and ready to go to site	
	Feast seating chart ready to go to site	
	Gate Sheets finalized from preliminary sheets	
Day of Event	Day-of Site inspection and punch list write-up	
	All receipts and expense sheets to autocrat, exchequer or deputy	
	Set out the Feast Seating Chart	
	After gate closes, reconciliation of gate monies with gate sheets	
Two Weeks After	Event and NMS reports done	
By next business	Event report and NMS report to regional/kingdom	
meeting	Event refunds (if any) finalized and sent out	
	Event review and discussion of repeating event at business meeting	

