

## **Checklist for “Kingdom Events”**

Always remember that the group that is hosting any event deemed a “Kingdom Event” is running the event for the Kingdom; not just arranging a site for the Kingdom to run an event at. A group that cannot handle that level of responsibility (or ask for help from other groups) should not be bidding a Kingdom-level event. The following are guidelines and expectations from the Kingdom side of things for specific areas.

A minimum of 6-month lead time is expected to work with the Kingdom officers and/or their Regional deputies to arrange for most of these aspects of an event. The better organized a group is going into these things, the more cooperation they are likely to get from the Kingdom officers and most people in general.

Expectations of the hosting group need to be clear. If a Kingdom officer is asked to be "in charge of" activities at an event, the authority for decisions concerning those activities falls to that officer and the event staff may be expected to defer to decisions from that office. This is a non-negotiable point

### **Herald**

1. The hosting group must provide for site heraldry (announcements, etc). This is true even at an event like Crown Tourney, where there will be heralds in abundance on the field; and even if the hosting group has no herald-officer.
2. If tourneys at the event will require field heraldry, the hosting group may contact Blawhorn Herald to ask for help arranging it. The exception is Crown Tourney, where Blawhorn is *\*expected\** to arrange it.
3. If there will be classes at the event and the theme is open to it, Aegis Herald should be asked if s/he wants to arrange heraldry-related classes.
4. The hosting group should set aside a Herald's Point. Ideally, this should be in a place that balances between traffic & accessibility (so people know it's there) and low crowd noise (so people can actually converse about their possible submissions). When in doubt, err on the side of visibility. Good and common locations include the Merchant Quarter (if there is one) and near Troll. Ideally, the hosting group will also put out the call to staff the Point, but Polaris will take care of it *\*upon request\**.
5. At a Royal Progress or Regency Court event, an area for scribes should be set aside, ideally near but separate from Royal quarters.

### **MOAS**

1. There is absolutely no requirement that the KMOAS be involved with any event at this time. Event stewards and their staff are considered competent to fulfill their duties without interference from this Office. If a steward

- chooses to have A&S activities at his/her event, it is ultimately his/her responsibility to arrange them.
2. If the event will have an A&S display/competition/classes, the hosting group may contact KMOAS to ask for help arranging and publicizing it. The KMOAS may designate a representative to work with event staff. This representative shall be treated as the Great Officer. The event should give ample lead time so the KMOAS can make arrangements and appropriate advertising can be made in the kingdom newsletter.
  3. If there will be classes at the event, the event staff might consider asking the SUN Chancellor to for help contacting instructors. Not required, but probably smart.
  4. The hosting group should set aside space at the event for their planned A&S activities. They should also set the schedule. If, however, they have requested significant participation by the KMOAS, the schedule needs to be checked for conflict. Putting an A&S activity that requires the KMOAS against a Stallari meeting or other meeting is a poor decision. Ideally, the hosting group will also put out the call to staff activities, but KMOAS will help take care of it \*upon request\*.

### **Chronicler**

1. Since “Kingdom Events” are granted 3 months free advertising in the Northwatch, I suggest the event steward contact the K.Chronicler 4-6 months before the event to start planning their ads. They may, depending on location and scope of the event, wish to advertise in the newsletters of our neighboring kingdoms.

### **Marshallate**

1. What the marshallate will need from the host group:
  - a. Pictures and a description of the proposed martial activity area(s)
  - b. List table, chairs, and sunshade for each martial activity area. Supplies that would include:
    - i. Duct tape
    - ii. Pens—lots of them
    - iii. Paper weights
    - iv. Water and sports drink
    - v. Paper/plastic cups
  - c. What the event theme is, if there is any
2. The following will be coordinated with the local representative:
  - a. Finding competent list table help
  - b. Someone experienced or Marshals-in-training (MITs) needing signatures
  - c. Any supplies or props for scenarios
  - d. Help with recruitment of marshals
3. The marshallate will provide:
  - a. The MIC for the martial activities
  - b. All necessary paperwork
  - c. Contact with the marshallate of the guest kingdom(s), if needed

- d. Archery and Thrown Weapon Deputy Earl Marshals (DEMs) will arrange for targets
- e. Negotiation with the guest kingdom(s) for agreement on rules and/or conventions of fighting, if needed

4. **TIMELINE:**

- a. Immediately upon acceptance of bid:
  - i. Local Contact (LC) contacts the Kingdom Earl Marshal (KEM) or, if asked to coordinate with them by the KEM, the DEM for the activities being planned
- b. Within 2 weeks after event approval:
  - i. LC provides KEM and/or DEMs with pictures and descriptions of the proposed activity sites, (and event theme if applicable)
- c. During the next couple months:
  - i. DEM will work out scenarios
  - ii. LC will find list help
  - iii. DEM and LC will coordinate for marshals and other help
- d. 6 weeks prior to the event
  - i. DEM supplies LC with scenarios, schedule, and list of supplies if needed
- e. 3 weeks prior to the event
  - i. DEM and LC will discuss available marshals, list help, etc.—make any last minute plans
- f. Event time
  - i. Either the LC will arrange for list area set-up, or possibly the DEM will take care of it. This would generally depend on how far the DEM has to travel
  - ii. LC will check during the event to make sure each DEM has what they need at their activity area

**Chirurgeon:**

*For each of the following, it needs to be understood well in advance of the event if the local group will be providing or the Kingdom Chirurgeon will be arranging for it or if it's needed at all. The local group must work with the Kingdom Chirurgeon on this.*

1. **Personnel**

- a. Chirurgeon-in-Charge (CiC)
- b. Other Chirurgeons
- c. Water bearers

2. **Supplies**

- a. First aid kit
- b. Ice/cold packs
- c. Radios
- d. Water coolers
- e. Water bottles
- f. Cups
- g. Pickles/fruit

- h. Gatorade/ sports drink
  - i. Map, directions and phone number to nearest ER (5 copies)
  - j. Clipboard and pens
3. **Chirurgeon's Point**
- a. Appropriate space set aside
  - b. Sunshade or other shelter
  - c. Chairs
  - d. Table
  - e. Running water nearby
  - f. A/C or fans
  - g. Blanket
  - h. Refrigeration available
4. **Logistical support** (Information needed by CiC before event)
- a. Site map
  - b. Info on terrain
  - c. Expected weather
  - d. Expected attendance
  - e. Event/activities scheduled
  - f. Martial activities
  - g. Names of Marshals-in-Charge (MiCs)