

# **Succeeding as a Site Steward**

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Being a Site Steward is a very important role in the SCA. Without Site Stewards, we don't have events, and without events, we don't have opportunities to get together.

The most obvious part of being a site steward is the work that happens the day of the event. However, there actually is much more that needs to be done before and after an event to make it successful. The purpose of this document is to have a handy list of tasks that you, the Site Steward, should do before, during, and after the event.

An overall recommendation - running any event is a lot of work. Make sure to delegate tasks. This will make the event run smoother and lower the chances of you burning out.

## **Before the Event:**

This is the time where all the prep work gets done prior to the event in question. Good preparation will make your event day go much smoother.

1. Come up with an idea for an event
  - a. What is the focus of the event?
  - b. What activities will happen?
    - i. What facilities will you need for these activities?
    - ii. What staff/event infrastructure will you need for these activities?
  - c. Where will the event be held?
    - i. Does it have the facilities do you need to accommodate your event activities?
    - ii. On what dates is the site available?
    - iii. Is the site handicapped accessible?
    - iv. What restrictions does the site have (limited hours, no alcohol, no food)? Ask specifically about any activities that the site may be unfamiliar with – is combat ok or do they have weapons restrictions? Are there restrictions on the types of shoes on any surfaces?
  - d. When will the event be held
    - i. Does it conflict with other Kingdom events?
    - ii. Is it on a reserved Kingdom weekend?
    - iii. Does it conflict with major Knowne World events?
    - iv. Does it conflict with major events just over the border in an adjacent Kingdom?
    - v. Does it conflict with a holiday, including holidays for religions you do not practice?
  - e. Who is the person responsible for each activity? Note: Being the Site Steward doesn't mean you do everything. Delegate! It is often useful to approach people you think would be good for a position rather than just making a call for volunteers. Consider asking each coordinator to appoint

a deputy, both so there is a back-up in place and to help train new people to critical event-running skills. Some positions you may need a coordinator for are:

- i. Gate/Porter (running gate, and manning the table)
    1. Make sure that the people running gate meet the SCA's criteria for the position. Your Exchequer and/or Seneschal can help with this.
    2. Will you have pre-reg? If so, who will handle it?
  - ii. Marshals in Charge
  - iii. A&S Coordinator
  - iv. Royalty Liaison
  - v. Feast Steward
    1. Will this person cover lunch as well, or will you need a lunch steward?
  - vi. Camping coordinator
  - vii. Security
  - viii. Children's activities
  - ix. Class coordinator
  - x. Media/community liaison for large events or those that are easily seen by the public
  - xi. Set up and/or Clean up Coordinators
- f. How much will the event cost
- i. Site rental fees
  - ii. Feast budget
  - iii. Water-bearing
  - iv. Royalty room
  - v. Decoration
  - vi. Printing (signs, forms, schedules, programs, etc.)
  - vii. Site tokens, if desired
  - viii. Activity-specific costs, like prizes for tourneys, consumables for kid's activities, etc.
  - ix. Consumables, like paper plates for lunch, tape for signage, etc.
- g. What do you want the site fee to be
- i. Most groups base this off of the expected expenses, and attendance. Budget so that the event at least breaks even.

2. Propose your event. This should happen 3-6 months prior to event (Depending on scope of the event. Larger events may require more lead time (especially Kingdom, Knowne World, and multi-day events):
  - a. Specifics depend on the group you belong to. Expect to write a formal proposal using the information from above. At least include the dates, subject, and budget for the event.
  
3. Post-approval prep work. Do these as soon as possible after the event is approved.
  - a. Post the event on the Kingdom event calendar (in Northshield, see <http://www.northshield.org/Posts/Display.aspx?ID=67>)
  - b. Announce/Advertise the event
    - i. Prepare an event ad, and determine when it will be posted (in Northshield, see <http://northshield.org/Posts/Display.aspx?ID=2477>)
    - ii. Post on the Kingdom email list
    - iii. Optional:
      1. Make a Facebook event
        - a. Follow the Kingdom policy on Facebook events – in Northshield, this has to go through a Kingdom office
      2. Create an event web page – highly recommended
  - c. Determine if Royalty will be at the event and connect them with your royalty coordinator, if so.
  - d. Get site contract to your Seneschal to sign (You cannot sign contracts for your SCA group. Your Seneschal has to do this!)
  - e. Pay site deposit, if there is one (Typically, the group's Exchequer will write the check)
  - f. Firm up your list of volunteers. It's typically best to have the leads for each area coordinate volunteers for their jobs.
  - g. Miscellaneous duties, based on the focus of the event. Pay particular attention to any duties that involve the need to produce physical things, like site tokens, event-specific décor, etc.
  
4. Touch bases. Make sure the lead volunteers for each area has what they need. Arrange help where needed
  
5. Construct and regularly update schedules and activity lists. Gentles are more likely to attend events when they know what and when activities are happening.
  
6. Gate prep. Do these at least two weeks prior to the event. Do not assume your Exchequer will be at the event!
  - a. Coordinate time with your Exchequer to get the seed money for gate and to send the money raised at the event to the bank.
  - b. Print out the site forms and waivers
  
7. Coordinating with the site owners. Get this information prior to the event. It will make your life a lot easier
  - a. When/where to pick up the keys

- b. What does the site want you to do in regards to cleaning up
- c. When can you arrive on site. When must you leave
- d. Emergency contact information
- e. Trash/recycling locations
- f. Location of janitor's closet/mops/ plungers
- g. Location of breaker boxes
- h. Rules about tape on the walls.

### **Day of the Event:**

This section is being kept minimal on purpose. Most of it will depend on the nature of the event. At the very least, make sure to include time for prepping the site before it opens to the public, and clean up after the event is done.

### **After the Event:**

Most of the hard work is done, but there are some tasks that need to be done to close out the event properly.

**Note: You have a 30 day deadline to get all paperwork submitted. This is required by Corpora. Failure to meet this deadline can cause wide-ranging issues, especially with a group's finances.**

1. Collect Gate Paperwork. Do this at the end of the event. You need to make your gate proceeds and paperwork are in order. Collect the following, and get to your Group's Exchequer ASAP.
  - a. All waivers forms
  - b. Money collected at gate
  - c. Number of attendees, including non-members
2. Thank all your staff publicly, usually on email lists, online forums, the webpage, and/or group newsletters.
3. Reimbursements. Receipts are required for reimbursements. Have people get receipts to the Exchequer as soon as feasible. Set a deadline, typically the next business meeting for your group, but sooner may be necessary. **Note: Your Exchequer has a 30 day deadline to get their event forms completed, and 10 days to submit the NMS form. Getting reimbursements is critical for them meeting their deadline, and thus you meeting your deadline.**
4. If there are Martial activities at the event, have the Marshal in Charge write up a report
  - a. What activities happened?
  - b. How many marshals?
  - c. How many participants?
  - d. Any incidents?
5. Send site and martial waivers to waiver minister. Your Seneschal can help with this.

6. Gather the following information for the final report
  - a. Attendance numbers
  - b. Fees
  - c. Marshals' reports
  - d. Exchequer's report
  - e. Other activities
  - f. Court report
  - g. What went well
  - h. What can be improved?
7. Submit the Comprehensive event form (<http://northshield.org/Resources/AutocratPostEventReport.aspx?Events/ReportForms>)
8. Do a post-event summary for your group that should cover much of the same information as the Kingdom report.
9. Smile! You have been a successful Site Steward!