

## **AUTOCRAT PLANNING CHECKLIST**

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(With thanks to Mistress Celestine, from whom I stole some of this)

My goal as autocrat is to be able to sit on a chaise longue when the event starts and never get up. This has never happened, but I've come close. Having as much planning done beforehand as possible will minimize the opportunity for and scale of unpleasant surprises.

Note: Not all items are applicable to all events.

Another Note: These are just things to think about. You don't have to be able to answer it all before you submit a bid. Some of this your staff will answer eventually. Some won't be answered until after the event. Some may never be answered.

### **AUTOCRAT**

- Are you a member in good standing of the SCA?
- Do you have a way to cover emergency/short-notice expenses out of pocket until the host group can reimburse you?
- Who's assisting you (co-autocrat/mentor/etc)?

### **IDENTITY**

- What's the theme?
- What makes this event special?
- Do you want the populace to participate? In what way? Are there resources for them to refer to?

### **SITE**

- Site contract signed?
- Site deposit sent?
- Does site need to have certificate of insurance? Be added to our insurance? Alcohol insurance? (obtained 6 months prior to the event)
- Are there horses (If yes, you'll need Equestrian insurance)? Will you be using golf carts (borrowing or renting)? (If yes, you'll need Golf Cart insurance)
- Do you have pictures/map of the site? Do you have a digital copy that you can share on the event page?
- Are there meeting/classrooms? How many chairs do they have?
- When can you get on the site to set up?
- Wet or dry? What's the alcohol policy? Refer to insurance comment in this section.
- Are animals allowed on site?
- When is the site walkthrough?
- What's the closest ER and how do you get to it?
- What's the closest emergency vet?

- How many toilets are there? How many portajohns are needed? Does the site provide paper/products?
- How is trash disposal managed?
- Is there sufficient on-site parking?

#### BID

- How many people attended the last equivalent event (similar size, goal, location, place in the calendar)?
- Has your bid been voted on and approved by your group and/or Kingdom if KLE?
- If your event is offering feast/breakfast does it also offer non-food options? Referred to in Kingdom Law VII.102 Event Fee Structuring (On-Board/Off-Board pricing)

#### MONEY

- Who's your reservationist? Have they taken the SCARs class?
- Have you taken the SCARs class?
- What's the cut-off for submitting reservations?
- Who's your head troll?
- Have you budgeted the seed money for the till?
- Where's troll going to be located?

#### CALENDAR AND CHRONICLER

- Is the event on the Kingdom Calendar? [calendar@meridies.org](mailto:calendar@meridies.org) (<http://www.meridies.org/index.php/events/calendar>)
- Who's making your event flyer? (<http://www.meridies.org/index.php/offices/chronicler/flyer-info>)
- Has the flyer been sent to the Chronicler (at least three months before the event)? [popchiv@meridies.org](mailto:popchiv@meridies.org) As is required by Kingdom Law - only published events may host Crown Tournaments, investitures, appointment of greater officers, presentation of awards and titles, proclamations of law, and the establishment or advancement of Branches) Check to make sure the flier is additionally to PC editions leading up to your event (not all chroniclers will automatically do this)

#### ONLINE PRESENCE

- Is the website up?
- Is the Facebook event up?
  - If this is a KLE you have to request a FB event page be by the social media staff.
- Have you and your staff hyped the event?
- Is the Facebook event staff group set up?

#### LODGING

- Cabins? How many? Assigned or first come/first serve?
- If cabins are there bunk beds or single level beds?

- Camping? Where? Laid out or first come/first serve? If laid out, who's in charge of layout? Is there electricity for campers? How big is the camping area?
- Are there nearby hotels/motels? Will you have a block of rooms reserved?
- If a primitive site will you need Portojohns? From Where? When will they be delivered/picked up? Is this in the budget? How many Handicapped stalls?

#### ACCESSIBILITY

- How accessible is the site for those with mobility concerns?
- Will any resources be provided for mobility assistance?
- Will there be a point of contact/assistance coordinator? Who?
- Is there a power supply for campers (for CPAP and other medical devices)?

#### ROYALS AND BARONAGE

- Are the royals coming?
- King? Queen? Prince? Princess?
- Have you invited neighboring OOK Royals?
- Have you invited in-kingdom baronage? How many are coming?
- Who's your royal liaison?
- If cabins, do they need space?
- How many courts?
  - Where's court happening?
  - What time?
- Who's handling the royal luncheon?
- Will there be order meetings?
  - When and where?

#### FEAST

- Who's cooking feast?
- Will feastcrat pay for the money out of their own pocket and then turn in receipts or will your group provide an advance of funds?
- How many seats are paid for?
- How many seats were sold in previous years?
- Does the site have enough tables and chairs?
- How many high table (comp'ed) seats?
- How many seats are available for the Royals to invite people to sit with them?
- Who's arranging servers?
- Who's in charge of dish/kitchen cleanup?

#### OTHER FOOD

##### TRAVELERS FARE

- Will there be traveler's fare?
- How many people will you feed?
- Who's cooking?

- Who's cleaning up after?
- What's being served?
- How/where will it be prepared?

#### BREAKFAST

- Will there be Breakfast?
- Which days?
- How many people will you feed?
- Who's cooking?
- Who's cleaning?
- What's being served?
- How/where will it be prepared?

#### BELOW THE SALT - this does not occur often

- Will there be a below the salt?
- How many people will you feed?
- Who's cooking?
- What's being served?
- How/where will it be prepared?

#### LUNCH

- Will there be lunch?
- Which days?
- How many people will you feed?
- Who's cooking?
- Who's cleaning?
- What's being served?
- How/where will it be prepared?

#### REVEL

- Will there be an organized revel?
- When and where?
- Who's organizing it?
- Who's financing it?

#### A&S

- Who's organizing your A&S?
- Will there be competitions?
  - What sort?
  - Who's running them?
  - Where will they be held?

- Will there be prizes? Who's providing them?
- Is there sufficient table space? (How many needed, how many site has)
- Will there be static display?
- Who's organizing them?
- Where will they be held?
- Is there sufficient table space? (How many needed, how many site has)
- Will there be face to face judging? Is separate space needed for judging? Will your A&S coordinator be arranging for judges?
- Will there be classes?
- Who's organizing them?
- Where will they be held?
- Is there sufficient table space? (How many needed, how many site has)

#### HALL

- Is there a hall?
- Who's decorating the hall?
- Who's managing setup of tables?
- Who's managing the swap over from day-time to possibly court and then feast?

#### HERALDS

- Is this an event that needs Heralds?
- Is this a KLE? Have you contacted the Torch Herald?
- Do you need Field Heralds? Who is organizing that?
- Do you need general site Heralds? Who is organizing that?
- Is Pocket Herald on option? (online assistant to keep populace up to date with changes in event schedule)
- Is the cost of Pocket Herald in the budget?

#### FIELD

- Who's field steward? What are the dimensions of the available field space?
- How many lists? How big? What are the overall dimensions of the fighting field?
- Are the royals attending? OOK royals? How big is their pavilion?
- Are baronage attending? How big is their pavilion(s)?
- Are dayshades first-come/first-serve? If assigned, is your field steward in charge of space reservations and layout? Do they know?
- Will there be "fighter support" and if so where will "fighter support" be? How big is their pavilion(s)?
- Where will MoLs be? How big is their pavilion(s)?

#### MARTIAL

- Who's MiC?
- Who's running fighter support?

## RATTAN

- Who's Heavy MiC?
- Who's Heavy MoL?
- How big is the fighting field (total/size of each list or area)?
- Scenarios?
- What equipment do they need?
- How are prizes being provided?
- Do you need to provide a scroll? Is someone else providing a scroll?

## RAPIER

- Who's Rapier MiC?
- Who's Rapier MoL?
- How big is the fighting field (total/size of each list or area)?
- Scenarios?
- What equipment do they need?
- How are prizes being provided?
- Do you need to provide a scroll? Is someone else providing a scroll?

## LIVE WEAPONS:

- Who's LWMiC?
- Can the range be placed near the fighting fields?
- What are their scenarios/competitions for the day?
- What equipment do they need?
- How are prizes being provided?
- Do you need to provide a scroll? Is someone else providing a scroll?

## EQUESTRIAN:

- Will there be equestrian activities?
- Who's EqMiC?
- Equestrian insurance activated?
- Equestrian lodging? Water supply?
- What equipment do they need?
- How are prizes being provided?
- Do you need to provide a scroll? Is someone else providing a scroll?

## MERCHANTS

- Will the site allow merchants?
- Does the site charge for merchants?
- Will you have merchants?
- Who's recruiting and organizing merchants?
- Where will they be located?
- What will the dimensions of the merchant area be?
- Laid out or first come/first serve?

## CHILDREN

- Who's running children's activities?
- How long will they be?
- What will they be?
- Where will they be?
- What's needed?
- Budget?

## VIGILS AND OTHER CEREMONIES

- Is vigil space needed?
- What time will the vigil(s) occur?

## HYPE

- Who's coordinating hype?
- Who's responsible for hyping specific activities, and do they know?
- Has your flyer been sent to PopChiv at least # months prior to the event?
- Have you and/or your staff hyped the event on all appropriate Facebook groups 2 months out?
- 6 weeks out?
- 1 month out?
- 2 weeks out?
- 1 week out?

## INFRASTRUCTURE

- What equipment do you need? What does your staff need?
- Have you talked to the quartermaster (or other responsible party) about it?
- Does the quartermaster need a gas budget?
- How is it getting to and from the site?
- How is it going to get into and out of storage?

## OPERATIONS

- What's the schedule?
- Who's making the site booklet?
- What are your site tokens going to be? Different ones for on-board vs. not?
- Who's coordinating setup? Who's assisting?
- Who's your site herald?
- Who's your nastycrat?
- Who is placing your SCA direction signs?
- Who's coordinating site take down? Who's assisting?
- What signs do you need at troll? Elsewhere on site?
- Where will visitors go who have questions?

- How will you communicate with your staff during the day?
- Where will people park? Who will tell them how to get there?
- If KLE did you get the schedule approved by the Crown and/or incoming Heirs in the case of coronation?
- If not a KLE did you send a courtesy copy of the schedule to the Crown and the Heirs?

#### MOST IMPORTANT

- Good luck, and it's never a bad thing to ask for help, even from neighboring groups or distant friends.

#### AFTERMATH

- What Lessons Learned do you have?
- Get all your receipts to the reeve/exchequer ASAP.
- If you are doing a KLE remember that you are splitting the profits with the kingdom.
- Get Wavier information to the Wavier Deputy and the Non-Member fee information to the Non-Member fee deputy within 30 days (the exchequer usually does this but the autocrat and seneshal are ultimately responsible)