

*The UNIVERSITY OF ITHRA*

*Baron James Llewellyn ap Gruffydd*

**“AND SING YE IN CHORUS  
NEVER AGAIN”**

***EVERYTHING YOU EVER WANTED TO KNOW  
ABOUT AUTOCRATING BUT WERE TOO AFRAID TO  
ASK!***

(Although this is designed for the Barony of Seagirt, much of the contents are applicable to other branches in British Columbia, and the whole of An Tir)

# 1. Several Months Before Your Event



**God rest ye frantic Autocrat**

**Let nothing you dismay**

**Remember that your great event is still a month away**

**Don't panic yet, there's lots of time**

**And don't get swept away... WRONG!!**

- 1.1 Becoming an Autocrat
- 1.2 Initial Planning After Acceptance
- 1.3 Invitations to Dignitaries with RSVP

**Chorus: And sing ye in chorus**

**"Never again, never again!"**

**And sing ye in chorus**

**"Never again!"**



### I.I.I.6 How?

That's what this course will tell you. First of all you must delegate authority to fulfill all the duties necessary to ensure your event will be successful. You can delegate the tasks, and the authority to do the tasks but you should not delegate the responsibility associated with those tasks. By that I mean that regardless of who completes the tasks the Autocrat is ultimately responsible.

### 1.1.1.7 How Much?

This is your budget. You should have a tentative budget laid out based on the cost of the site and forecasted expenses such as supplies, food and alcohol. A preliminary site fee is decided upon as to provide the funds for the event. Unless it is a fund raising event, the site fee should cover the costs of the event and leave a little for emergency oversights and errors. Murphy's Law is a large factor here. If you budget for an extremely high site fee, chances are you will have a poor turnout for your event. And contrary to popular belief you do NOT make it up in volume. This is the LAW of Diminishing Returns.

## 1.2 Initial Planning After Acceptance

### 1.2.1 Proposal

Now that your proposal has been accepted you must review it and make the necessary changes. The location may not be the one you initially proposed and all changes should be given to the Seneschal as they happen. Respectively, if the site changes, the budget may change to accommodate the variations in site cost and supplies required. If at all possible once you have set the site fee, leave it alone. The level of your event may change depending on the circumstances surrounding the booking of your event. If you cannot have Their Royal Majesties attend as you wished you may choose to simplify the event and make it smaller.

### 1.2.2 Budget

Review the initial budget. This won't be the last time you have to make changes to it. Most successful events change financially from week to week and their autocrats make the necessary adjustments. A copy of the reviewed end budget and its changes should be forwarded to your Seneschal and Exchequer to keep them apprised of the necessary funds required and spent.

### 1.2.3 Event Copy

#### 1.2.3.1 Applications

The Crier has applications for the Kingdom Calendar if your event is a high enough level. This should be filled out as quickly as possible to ensure your event is listed. Also you should complete the application for Event Information to be given to the Crier. This will ensure your event is published in the Crier in time for those traveling distances to see it and make plans to come.

#### 1.2.3.2 Basic Information

The date, time, place, and cost of site fee (where applicable) is vital information to the survival and success of your event. Also include the autocrats (that's you) phone number and address as well as an alternate phone number should you be unavailable.

#### 1.2.3.3 Directions

Many autocrats make the mistake of improper or incomplete directions in their event copy. Never make the assumption that because a site has been used in the past that everybody knows how to get there. Also do not make the assumption that the signs you so caringly and methodically place to aid your guests in finding you will be left intact in their originally placed location. A complete address of the location, verbal directions to the site as well as a map showing how to get to the location will ensure your guests arrive safely and with minimal grumbling.

#### 1.2.3.4 Rules and Regulations

Informing your guests of the mundane and SCA Laws in place regarding the site before they arrive will reduce the number of infractions you have to deal with.

Is the site a wet, dry or damp site?

Are pets allowed?

What is the mundane legal age for consumption of alcohol?

Are there rules regarding smoking, open pit fires, or open flame?

What rules are in place regarding "gray" water?

What are the rules regarding parking?

#### 1.2.3.5 Amenities

Be sure to answer such vital questions as:

Is fresh drinkable water available?

Is there parking for recreational vehicles? What type of "facilities" are at the location?

Where is the closest market, liquor store, or gas station?

#### 1.2.3.6 Event Schedule

What time does the site open? What time does it close? A full listing of the activities can be included as a schedule? If there is no particular schedule at the time of the event copy, then the site copy should have them listed more specifically. What contests will be available to enter? What tournaments are scheduled? These should be in your copy to allow entrants sufficient time to prepare.

### 1.3 Invitations to Dignitaries

Often an Autocrat will either personally invite special persons they wish to attend or have their Seneschal/Baron & Baroness invite them. In either case, a personally written letter is sent out asking the pertinent parties to respond. As most royalty are invited to events months and

even years in advance, it is wise to extend your invitation as soon as possible. Don't be offended if it is declined as they have very busy itineraries.

## 2.0 One Month Before Your Event



**God rest ye frantic autocrat**

**Let nothing you dismay**

**Remember that your great event is still a month away**

**The site is grand, though if it rains**

**It just might wash away...**

- 2.1 Finalize Staff Allocation
- 2.2 Check on Copy/Ticket Sales/Site Plans
- 2.3 Event Time Table
- 2.4 Bar Plans
- 2.5 Amenities
- 2.6 Billeting

## 2.1 Finalize Staff Allocation

### 2.1.1 Utilize Officer Expertise

#### 2.1.1.1 Seneschal

Your Seneschal is responsible for all legal paperwork for your branch. He will have forms that they receive for you to fill out if you haven't already done them by now. During the event, the Autocrat is the "Site Seneschal". Any advice the Seneschal can give is usually from experience and can be of great benefit to you.

#### 2.1.1.2 Herald

Use the Branch Herald to confirm protocol and ceremonial traditions. The branch Herald does not have to be the main herald for your event, but they may have somebody in mind to perform the tasks you required. Be sure that this person is somebody you can rely on and above all work with.

#### 2.1.1.3 Constable

At an event, the Branch Constable can help ensure the troll gate is properly manned. He/she is responsible for enforcing both SCA and mundane laws. The Branch Constable does not have to be at an event to perform the duties of their office but is required to make sure a responsible person is there in their place to enforce rules and regulations. The constable will also ensure that the lost and found is returned to its rightful owner or put in a safe place until the owners can claim it.

#### 2.1.1.4 Branch Marshal

When there is a war or tournament a "Marshall In Charge" (MIC) must be appointed to ensure the safety of the participants. The Marshal does not have to perform this duty and the Autocrat can select their own MIC providing that person is qualified to complete the tasks required. The Marshal can make recommendations to the Autocrat to find the right person for the job.

#### 2.1.1.5 Exchequer

The Branch Exchequer will provide the funds necessary for your event pending approval of council. You can use this officer in a broader capacity by having him/her responsible for all ticket sales and handling of all pertinent funds. The Exchequer will also have advice on how to handle the funds as well as your final budget report.

#### 2.1.1.6 Arts and Sciences

Your Arts and Sciences Officer will be able to provide information on contests and may have suggestions for contests of their own to be run at your event- All contests should be "approved" by the Arts and Sciences officer to prevent duplication and inappropriate competitions. There is also a set of guidelines for judging which your Arts and Sciences officer can provide. This person is usually



an excellent judge for contests or can provide the names of those who would be able to judge competitions for your event successfully and with experience.

#### 2.1.1.7 Dance

Consult with the Dance Master to determine the availability of music, sound systems and whether they are pertinent to your event. Your Dance Master can also consult with you on your entertainment and possibly volunteer a "Dance Troupe" for your event.

#### 2.1.1.8 Stores

Responsible for all the "goodies" belonging to your branch, a Stores Officer can provide the necessary accessories for your event such as feast gear, banner, cooking utensils, candles, signs, and lanterns. Have a list of the items you require made up ahead of time. This will act as a checklist of the things you borrow that you will be responsible to return later.

#### 2.1.1.9 Chatelaine

If your event is for recruitment purposes, a newcomer's booth is vital to its success. Gold Key is very important for those not able to provide their own period garb and helps add to the atmosphere. Discuss with the Chatelaine any media coverage that is to happen. Have something prepared for them or have the Chatelaine prepare something so as not to be caught improvising.

#### 2.1.1.10 Chronicler

Your local Chronicler can provide advice on how to set up your event copy as they encounter good and bad styles all of the time. Find out how the Chronicler prefers to receive copy whether in hard copy or on disk or by e-mail.

#### 2.1.1.11 Chirurgeon

This officer will at the very least provide a first aid kit and have an area set up for first aid treatment on site. The Chirurgeon will appoint or ask for volunteers to help man this area.

#### 2.1.1.12 Volunteers

Now is a good time to make initial selection of volunteers. Instead of asking a general call for help, ask specific persons to do specific tasks you think they would be good at. More often a person is willing to give aid when asked personally. Special requests for set up and tear down committees are best asked for in advance.

## 2.2 Check on Sales

### 2.2.1 Feast/Revel Tickets

In order to procure funds for an event prior to its date often an Autocrat will sell tickets in advance. Periodically checking on the sales will give an indication as to the

response to the event. If your tickets aren't selling don't lose heart. Many gentles wait until the midnight hour to purchase their tickets or passes.

### 2.2.2 Site Plans

At this point you can determine the layout you wish to use for your site. The division of the site can be according to noise levels, smoking and nonsmoking, and/or authenticity. Decide if you want a bardic circle, where the "Eric's" will be as well as Herald's Point, Constables station, and First Aid. The location of the Troll Gate is often determined by the entrance to the site.

## 2.3 Event Time Table

### 2.3.1 Schedule

Now is the time to decide the placement of events and in what order they'll happen. Determine what time the heralds are going to call the first orders of the day. From that point you can schedule all contests, tournaments, opening and closing courts (where applicable), battles, feasts, plays, parades, classes, and parties. If this schedule is to be published for all participants and guests, be sure to include the times the site opens and closes.

### 2.3.2 Entertainment

If you are having separate entertainment or anything requiring special scheduling it should be booked with deposit by now. Confirm the booking and take care of the contract. Find out what special needs the entertainment requires such as electrical Power, extension cords, tables and chairs, or easels.

### 2.3.3 To Court or Not To Court

Whether or not Their Royal Majesties or Their Royal Highnesses or Their Excellencies are going to be present, the Autocrat must decide when and if Court is to take place, and then ask the appropriate dignitaries how they wish to proceed. Often Royalty will make their desire to have court known to the Autocrat and it's scheduled at that time.

## 2.4 Bar Plans

### 2.4.1 Legalities

First you must decide what type of bar you are going to have. Whether it is a cash bar, or alcohol served with dinner you must have a special occasions liquor license. The BC Liquor Control Board dictates that the manager must have a "Serving It Right" certificate so you should determine who will be serving well in advance in case they need to take the appropriate courses to qualify them for the task.

### 2.4.2 Quantities

It has been my experience that both alcoholic and non-alcoholic beverages should be available regardless of the type of liquor license or style of serving you use. Determining the quantity of those beverages is another issue. Purchase the alcohol the day of the event or possibly the day prior. This way you will know how many persons will be

attending the feast/potluck if you have pre-sold tickets. Revels are more difficult to determine. By estimating approximately 2 or 3 alcoholic and non-alcoholic drinks per person you will ensure that you have purchased enough alcohol. Many liquor stores will take back what you don't sell providing you have all receipts and have discussed the possibility prior to purchase.

### 2.4.3 Pricing

Events will add a percentage to the cost of the alcohol to help compensate for the miscellaneous fees such as the license itself or ice.

## 2.5 Amenities

### 2.5.1 "Facilities"

Now is the time to order the necessary "port-o-potties" for your event. Most suppliers have a formula to determine the number you will need but a general rule of thumb is as follows:

1 port-o-potty will serve 5 Persons for 5 days.

Therefore, one port-a-potty will serve 25 people per day if it is cleaned every day once per day. Each supplier has a different method for this duty and will advise you accordingly.

### 2.5.2 Parking

Some events you may Autocrat will have ample designated parking lots that do not require monitoring. Many camping events will have a designated field that will need to be marked out so as to avoid confusion while your guests are loading and unloading their vehicles. Where possible you should have a "loading zone" to avoid blocked roads and pathways. Designate parking officers to be diligent in keeping all roads cleared. Always have a "fire lane available for ambulance and other emergency vehicles. To help keep order, use parking passes with the vehicle's owner, plate number and other occupants of the vehicle and place them on the dash board of the vehicles when parked. If you have a vehicle parked illegally have your heralds locate the owner with a time limit for moving the vehicle. Be diligent and tow it if necessary.

## 2.6 Billeting

Some events will require billeting such as Ithra's and Major Events. For this you will need to appoint a "Billet Officer" to coordinate those willing to share "crash space" with those who need it. By providing your Billet Officer with a form to organize their guests you help them to help you.

## 2.7 Transportation

Some of your guests will require transportation to and from the ferry terminals and airport as well as transportation to and from the event itself. Most gentles hosting out of town guests can provide the necessary transportation to and from the events but special arrangements can be available if necessary for those needing a ride to and from ferry and airport terminals

## 2.8 Feast Plans

### 2.8.1 Reviewing Your Plans

#### 2.8.1.1 Who's Going To do It?

By now you've already selected who is going to cook this fabulous feast that you have planned. You have discussed the theme, the budget, the cost of the feast tickets, the time it will be served, and the number of persons you can accommodate.

#### 2.8.1.2 The Facilities

Now is the best time to visit the place where the feast is going to be prepared to ensure all necessary equipment is functional, clean, and available for use. If anything is not up to the standard required by yourself or the feast coordinator now is the time to point it out to the owners/caretakers of the facility and make the necessary changes.

#### 2.8.1.3 Budget and Supplies

Review the budget and grocery lists to make sure all necessary purchases are either made or readily available when needed. Any changes to the menu must be made now.

### 3. One Week Before Your Event...



**God rest ye frantic autocrat**

**Let nothing you dismay**

**Remember that your great event is still a week away**

**The music's fine if only they**

**Remember how to play...**

- 3.1 Confirm All One Month Plans
- 3.2 Supplies Checklist
- 3.3 Stores Checklist
- 3.4 Design On Site Handouts
- 3.5 Design Parking Passes
- 3.6 Pick Up Liquor Licenses
- 3.7 Finalize Decorations
- 3.8 Organize Prizes for Contests

**Chorus: And sing ye in chorus**

**"Never again, never again"**

**And sing ye in chorus**

**"Never again!"**

### 3.1 Confirm All One Month Plans

Make a checklist of the officers and volunteers who have volunteered their time

- confirm the site again and make arrangements for picking up the keys
- Accommodate any visiting royalty for their requests or comments regarding the itinerary

### 3.2 Supplies Checklist

#### 3.2.1 Wars/Tournaments

You need to decide what items you require for a successful war or tournament. If you rent "port-a-potties" are you responsible to supply the necessary paper or does the supplier have it included in the contract? Now is the time to give your list of supplies to the shoppers who will make the purchases for you (if you don't make them yourself).

#### 3.2.2 Feasts/Revels

All of the dried goods should be purchased by now for your feast. Any items required for cooking the feast that don't exist in stores should be purchased now.

#### 3.2.3 Demonstrations

What items are required for your demo do you need to supply "Gatorade" for your fighters and dancers? Your list should be completed by now and the purchases made.

### 3.3 Stores Checklist

#### 3.3.1 Wars/Tournaments

It is courteous to provide your list of stores requirements to the stores officer one week prior to your event. This gives the officer time to do any last minute cleaning, repairs, or repairs of the items you need. Decide if you want to use the banners for decorating keeping in mind that they are not all weather proof.

#### 3.3.2 Feasts/Revels

Is your branch providing the candles, lanterns, table cloths, and napkins for the feast or revel? Many branches provide these to add to the ambience of the event. Know the numbers you require and ask for specific quantities of these items.

#### 3.3.3 Demonstrations

Consult with your branch library and archives to determine if there is educational materials you could use for your demo. These items can also be brought out for events where recruiting and fund raising are the primary function.

### 3.4 Design On Site Handouts

#### 3.4.1 Site Map

Some sites will provide you with a map of the camping area as well as surrounding area. If they do not you will need to make one up. Do this by visiting the site and pacing off the space you have available. This map does not need to be to scale but it should be proportional to the event site. Make sure to identify the parking area, water sources, gray water disposal, bathroom facilities, smoking and non-smoking zones, bardic fire location and the quiet and noisy sections.

### 3.4.2 Rules and Regulations

You have already made the rules and regulations known to your invited guests via the event copy. By restating these again in the site copy you can help to have a well informed group of participants. The same rules apply here as for site copy, however, you can be and should be more specific. For example if there is designated smoking areas listed in the event copy then the site copy should identify the particulars. (Example: by the creek, or water pump) Mark out specific "landmarks" such as ravines and fast running water areas for danger.

### 3.4.3 Event Itinerary

Use a timetable to provide your guests with a "suggested" program for their weekend. Include first "wake up" call by the Heralds, courts, armour inspection, feast times, when the bar opens, and competition times. Keep in mind that people will awaken late. MIC's will get sick and stoves will quit working. Take it all in stride and try to stay as close to your original schedule as possible.

## 3.5 Design Parking Passes

### 3.5.1 Identify the Vehicle

It is wise to design two separate types of parking passes. One is to identify the vehicle itself and is left on the dashboard of the car. This pass helps constables and volunteers to determine which vehicles are parked legally. If there are any that don't belong and to whom they belong.

### 3.5.2 Identify the Owner/Passengers

A secondary parking pass is created and is a master list of all vehicles with their owners and passengers. Should somebody leave their lights on or be blocking a fire lane at night and the parking pass is not legible on the dash board then the owners can be found to correct the situation.

## 3.6 Pick Up Liquor Licenses

The person managing the bar is the same person who signs for the liquor license. The Autocrat can accompany this person or leave it in their capable hands, however because there is a time constraint, the license should be picked up one to two weeks prior to the event.

## 3.7 Finalize Decorations

Your "decorating committee" should have things well in hand by now. Themes have been decided on and stores should already have a list of the items you need. Any last minute items

such as fresh flowers should be added to the list of supplies required. Find out what your committee needs, and what you can do to make their jobs easier in preparation for your event.

### 3.8 Organize Prizes for Contests

Coordinate your efforts with your local Arts and Sciences Officer(s). If they are running the contests they may ask you as the Autocrat for funding for prizes. This must be decided early on to accommodate for your budget. If the Autocrat is running the contest, then prizes must be decided and purchased before the event. The volunteers helping to run the contest or even the possible judges can help decide which prizes are appropriate.



## 4. Three Days Before Your Event...



**God rest ye frantic autocrat**

**Let nothing ye dismay**

**Remember that your great event is still three days away**

**The feast is planned the food is bought**

**Though God knows how you'll pay...**

- 4.1 Feast Deadlines
- 4.2 Purchase Alcohol
- 4.3 Purchase Supplies
- 4-4 Check on Amenities/Services
- 4.5 Site Survey
- 4.6 Paperwork

**Chorus:           And sing ye in chorus**

**"Never again, never again"**

**And sing ye in chorus**

**"Never again!"**

#### 4.1 Feast Deadlines

Count your final numbers. By now all feast tickets are sold and the deadline for purchases has passed. Give the numbers to your Feast Coordinator so they can prepare the meal for the correct number of persons and make the last minute purchases of perishable items.

#### 4.2 Purchase Alcohol

Make the purchases for your bar. This can be done the day of the event as well if you do not have sufficient storage available. The person who purchases the liquor license does not have to purchase the alcohol.

#### 4.3 Purchase Supplies

Last minute items will come up that you need. Make these purchases now and document them in your working budget control sheet

#### 4.4 Check on Amenities/Services

Confirm- Confirm. Confirm. If you do not have adequate facilities for your guests at your event the results can be Pretty (do I dare?) crappy. Be sure that the supplier is clear as to where and when you require delivery. Have them deliver at least two hours prior to the time the site opens. If this is not possible, then have them meet you at the site when you arrive

#### 4.5 Site Survey

It is wise to visit the site a couple of days prior to the event. Be sure that any changes to the area are noted as they could provide complications. If there has been any severe rain it will limit the areas available for camping. Similarly if there is a dry spell, fire regulations will have changed to compensate. Also be sure to check that the access to the site has not changed. If there is construction in outer lying areas that will change the directions to the site, be sure to note it. You can notify most gentles via online mailing lists like "The Steps", and place the signs accordingly.

#### 4.6 Paperwork

Any photocopying you wish to do should be done now. Be sure you have enough waivers, parking passes, site maps, and event copy on hand as well as calendars, advertising for future events (where applicable) and the rules and regulations. Also be sure that there are adequate judging sheets available for your contests and all necessary checklists for tournaments.

## 5.The Day of Your Event (Prior To Open)



**God rest ye frantic autocrat**

**Let nothing you dismay**

**Remember that your great event is scheduled for today**

**The tourney's grand, the rain won't last**

**For very long they say...**

- 5-1 Pick Up Stores
- 5.2 Last Minute Supplies (delegate)
- 5-3 Signs for Directions
- 5-4 How do I Get In?
- 5-5 Site Set Up
- 5-6 Final Survey

**Chorus:           And sing ye in chorus**

**"Never again, never again"**

**And sing ye in chorus**

**"Never again!"**

## 5.1 Pick Up Stores

You have already made arrangements with the stores officer to pick up the items you need. Your stores officer should have them set aside for you at that time. You can pick up these items either the evening or day before the event or even on the day of the event. If you gave your officer sufficient time there should not be anything missing from your list of requested supplies.

## 5.2 Last Minute Supplies (Delegate)

At this point, you do not have time to pick up any forgotten items. Delegate this task to somebody who is coming along to help with the site set up or even somebody who is coming a bit late. Don't worry yourself with minor details at this point. It is better that you oversee the whole project than worry about "strings or buttons".

## 5.3 Signs for Directions

Place the signs for directions or have your designated volunteer do this one to two hours prior to the scheduled site opening. If you are traveling fair distance, setting them out as you go along is a good idea. That way nobody has to double back to accomplish this task.

## 5.4 How do I Get In?

### 5.4.1 Key Pick Up

Last week you should have made arrangements for picking up the key to the site. If no key exists then a set time will be provided when you can have possession for setting up and for your event. In the event that a key is required, be sure to phone early in the morning to confirm the time you will be picking this item up.

## 5.5 Site Set Up

### 5.5.1 Facilities

Assign a "Biffy Official" to maintain the cleanliness of the facilities. Some sites will provide this service for you such as Provincial/State Parks, Boy Scout Camping Retreats or the facility provider. They usually monitor these places once per day so having a volunteer to do in between maintenance is a good idea. This person is in charge of toilet paper supplies, candles or glow sticks for lighting at night and "refreshing" of the units.

### 5.5.2 Troll Gate

Try to locate this as close to the entrance as possible. If the gate can be placed in front of the parking area, it provides a smoother transition. Many gentles prefer to deal with their paperwork and site fees first before unloading their vehicles.

### 5.5.3 Paperwork

Have all necessary waivers, parking passes, and sign in sheets ready one hour prior to the site opening. As well you can have SCA application forms available for those interested.

#### 5.5.4 Roads

Mark out any necessary pathways, fire lanes and roads you wish to have your guests follow. This is a good time to identify "reserved" camping space as well as merchant's row and space for the Royal Encampment

#### 5.5.5 Decorations

If you are hosting a feast or revel, chances are you will need to set up your tables and chairs along with their accessories. You probably "Hired" yourself a "decorator". This decorator would have formed a committee to work the day of the event and ensure that the site is aesthetically pleasing. Designate the area for the bar as well as where the Portioner and Servers will be working from. Ask your liquor server and Feast Coordinator if they have ideas or concerns regarding their locations.

#### 5.5.6 Recreational Vehicles

Clearly identify where the recreational vehicles may park. Some events have a large number of them while others have one or two. Be certain that they have clear access to the facilities as not all are readily equipped. Some of your guests may object to being placed in the "Leper Colony". If there is a legitimate reason for their location such as Provincial/State Park Regulations don't be afraid to explain it to them.

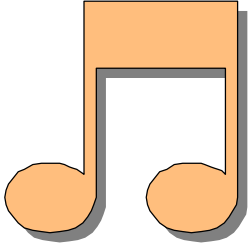
#### 5.5.7 List Field

Your Marshall In Charge will want to know where the list field is to be located for the tournament or war. Be sure to take their advice with regards to the amount of space required, backdrop for archery, and the relative safe positioning of spectators. Set up your water bearers as close to this area as possible to avoid excess running by all parties. Have your First Aid in a shaded area fairly close as well for emergencies. Be sure that the "Fire Lane" you have created can reach the list field should an incident occur requiring emergency vehicle passage.

### 5.6 Final Survey

First take a deep breath and then take a good look around. It should be a few minutes prior to your site opening that you can stop and review the work you and your volunteers have done. Any last minute problems will occur now.

## 6. Your Event Day



**God rest ye frantic autocrat**

**Let nothing ye dismay**

**Despite the fact that everything is going wrong today**

**The King and Queen came unannounced**

**And God knows who else may...**

- 6.1 Be Available
- 6.2 Patrol Your Event
- 6.3 Let Your Staff Do Their Job

**Chorus:           And sing ye in chorus**

**"Never again, never again"**

**And sing ye in chorus**

**"Never again!"**

## 6.1 Be Available

If you have prepared yourself and your staff for this event adequately it should run smoothly and without incident right? WRONG! Once again Murphy's Law will step in so you must be available to handle crisis situations whether SCA or Mundane. Should mundane problems arise the troll gate must know where you are camped and can be reached at all times. FRS radios are advisable leaving one set at the troll gate and keeping the other with you at all times. As this is not always possible it is good to have a 'gopher'.

## 6.2 Patrol Your Event

From time to time take a stroll through the site. You can play host/hostess to your guests ensuring that they are having a good time but also making sure that all fire regulations are being observed minors are well cared for and your staff is having fun while performing the tasks they volunteered to do. Most of all by doing this you are providing a "presence" of the Autocrat. People will get to know you quickly.

## 6.3 Let Your Staff do Their Job

Never forget that your staff are volunteering to do this out of the goodness of their heart. They cannot be fired (slaves must be sold). Above all realize that you selected them to help you because you:

Trusted them.  
Knew that they could do the job well  
They wanted to help you.

## 7. Just When You're Getting Into It...



**God rest ye frantic autocrat**

**Let nothing you dismay**

**The Herald lost his voice**

**And he can't even cry "Oyez"**

**The list field's under water**

**A tornado's on the way...**

7.1 The Cleaning Up  
7.2 Lost and Found  
7.3 Close The Site

**Chorus:           And sing ye in chorus**

**"Never again, never again"**

**And sing ye in chorus**

**"Never again!"**



## 7. The Cleaning Up

Supervise the Clean Up Crew. Do not leave it up to them to do all of the cleaning. Pitch in and assign crews to various parts of the site. Have them switch off and cover each other's areas after. The more eyes that look the less likely you will leave garbage behind.

### *Leave the Site Clearer than You Found It*

Be sure to take all garbage you find (or that was left behind) off of the site and/or dispose of it in the appropriate receptacles. The Society for Creative Anachronism has a wonderful reputation for leaving a site cleaner than we found it.

## 7.2 Lost and Found

The Autocrat is responsible for all Lost and Found until such a time as it is turned over to the Branch Constable. Be sure to catalogue all items and store them in a safe place.

## 7.3 Close the Site

Be sure that you have turned off all of the lights, electrical appliances and any other electrical equipment you have used. Be sure that you return the key to the appropriate personnel and lock all doors and gates behind you. Make sure that you have paid all final Fees due to the site.

*Don't Forget The Direction Signs On Your Way Home!*

## 8. Now That Your Event Is Finally Over...



**God rest ye frantic autocrat**

**Let nothing you dismay**

**Nothing that you planned or thought**

**Has gone quite right today**

**And now your staff has flown the coop**

**The bills you now must pay**

- 8.1 Finalize Paperwork
- 8.2 Verbal Report to Council
- 8.3 Return all Monies to Exchequer

**Chorus:                   And sing ye in chorus**

**"Never again, never again"**

**And sing ye in chorus**

**"Never again!"**

## 8. Finalize Paperwork

### 8.1 Prepare Your Post Event Report

Each branch has particular guidelines for their final event reports. In Seagirt there is a form designed by the Seneschal and her deputies to ensure that all questions are answered. If you are from another branch please feel free to use this form at your discretion. An acceptable deadline for your final report, barring any complications, is 2 to 3 weeks, or the following council, whichever comes last. Never let your report wait for more than a month before giving it. If there is vital information missing, provide what you do have and an explanation of the remaining report to follow.

### 8.2 Budget

The Post Event Report will outline a/l expenses documented with receipts as well as the revenue generated from ticket sales, site fees, and donations. Along with this Report it is wise to provide the working ledger the Autocrat used during the preparation of this event. It should reflect the final report. Have one copy for the Seneschal and another for the Exchequer for their files.

### 8.3 Competition Results

Whether you hosted a war, tournament, or competition of any kind, you should highlight the winners of the event. It provides for informative reading to all those who could not attend. You can also provide a list of the prizes that were awarded as well as those who donated them (where applicable).

### 8.4 Report Incidents

The official report for your event should include any and all infractions of mundane and SCA law. This is for legal purposes and should be on file for future reference. Injuries should also be reported and a copy given to the Chirurgeon for their files.

### 8.5 Lost and Found

A complete list of the lost and found for the event must be included in the final report. The lost and found itself goes to your branch Constable for safe keeping and those gentles with missing property should be informed of where the lost and found is. This can be done as part of the verbal report given in council.

### 8.6 Copy for Publication

Provide an informative copy for the Branch Chronicler for publication in the local newsletter. A brief synopsis of the final accounting as well as a lost and found list and the names of all pertinent winners can be included.

## 8.2 Verbal Report To Council

This verbal report should be given the first council following the event. Even if the written report is incomplete, a description of what you have finalized should be provided at this time. Keep it brief. A two to three minute report with a couple of minutes for questions is sufficient.

## 8.3 Return All Monies to Exchequer

Most branches tend to frown on not returning the revenues from an event. Strict deadlines for the return of these funds need to be observed. Ask your local branch Seneschal or Exchequer when they want the money to be handed in. Some Autocrats hand in the money as they go along so that there isn't a large amount missing from the coffers.



**God rest ye frantic autocrat**

**Now hide ye while you may**

**The gentry loved that damned event**

**That ended yesterday**

**They're asking for another one**

**The King hopes you'll obey...**

**Chorus:                   And sing ye in chorus**

**"Never again, never again"**

**And sing ye in chorus**

**"Never again!"**