Principality of The Summits
Event Steward's Handbook

Introduction

This guide is intended to be an overview of organizing a Principality level event in the Principality of The Summits. There is a fabulous resource in An Tir that goes into more detail. The An Tir Autocrats website is currentmiddleages.org/autocrats/.

The order in which things appear in this guide is a suggested order; in reality the order for some items is entirely up to the event steward. One event steward may wait to fully assemble a team until after their bid has been accepted and approved, while another one may assemble a basic team before submitting a bid. There is no hard and fast rule

It is whatever works for you, your branch, and the event you are holding. Maximum flexibility is a key ingredient.

Branch and Event Steward Status

The event steward of a Principality event must be an SCA member, and the branch must be in good standing and not in abeyance. Incipient branches may host a Principality Event with the incipient sponsoring branch Seneschal's approval. Event steward responsibilities and legal liability is outlined in Section II: Events in Corpora, found at http://sca.org/docs/pdf/govdocs.pdf.

Principality Event Rotation

The four Coronet Events in Summits, Spring Coronet, Summer Investiture, Fall Coronet and Winter Investiture (Eleventh Night) are assigned to branches on a rotating basis. The assignment of any one branch to any particular event is considered a starting point. Branches are encouraged to trade events with another branch if they so desire.

The current rotation list is shown in the Echoes or at http://summits.antir.sca.org/events.php

Coronet Events

Spring Coronet

Venue: Outdoor/Camping
Meetings: Peerage and Curia/Moot
Events on the I-5 corridor will traditionally have an attendance of ~200 – 300 and those East of the Cascades can expect ~130 - 200 in attendance.

Summer Investiture

Venue: Outdoor/Camping
Championship: Defender of the Summits
Meetings: Peerage and Curia/Moot
Events on the I-5 corridor will traditionally have an attendance of ~200 – 300 and those East of the Cascades can expect ~100 - 200 in attendance.

Fall Coronet

Venue: Outdoor/Camping
Championship: Summits Bardic Champion – "Bard of the Summits"
Meetings: Peerage and Curia/Moot
Events on the I-5 corridor will traditionally have an attendance of ~200 – 300 and those East of the Cascades can expect ~130 - 200 in attendance.

Winter Investiture – 11th night
Venue: Indoor
Championships: Summits Champion of Arts and Sciences – "Alpine Scholar" and Summits Rapier Champion – "Captain of Cats"
Meetings: Peerage and Curia/Moot
Events on the I-5 corridor will traditionally have an attendance of ~150 -200 and those East of the Cascades can expect ~80 - 150 in attendance.

Other Principality Events

Archery Championship "Captain of Eagles"
Event: A suitable branch event in July or August
Venue: Outdoor/Camping

Equestrian Championship "Outrider of the Summits"
Event: A suitable branch event between May and August
Venue: Outdoor/Camping

Find a Site

While it's hard to predict accurate numbers in attendance, events held in or near larger population areas will draw more people than events held in more remote locations. The following are items you might want to take into consideration.

Camping Events- Minimum camping for 150, depending on location and weather. See previous Coronet/Investiture reports for ideas on attendance. Check with head of retinue for royal encampment needs. (If King/Queen attending, check with their head of retinue also)

Washroom- Flush toilets or port-a-potties (preferably with sanitation stations). Minimum of 1 toilet facility per 50 people per day. If portable toilet ***not*** serviced daily then multiply number needed by number of days for the event,
i.e. 50 people expected then you need 1 toilet x 2 days = 2 toilets total needed. Also if using portable toilets, 1 in every 3 or 4 toilets needs to be wheelchair accessible. Consider providing a wash station.

Shower Facilities- (Optional but really, really nice to have) Appreciated by those partaking in combat activities. Most especially appreciated by those who share tent or bed space with those partaking in combat activities.

Parking- 1 vehicle space per 2 expected people. VIP parking should be blocked off (or marked clearly) and reserved for royals, staff, servicing and disabled.

Disabled Accessibility- The SCA policy on disabled accessibility is as follows: SCA, Inc. will not discriminate against any member or participant on the basis of race, sex, religion, national origin, age or disability. The SCA, Inc. will comply with all laws of the nation in which the meeting or event is held. For any meeting or event held in the United States, the SCA, Inc. will comply with the Americans with

Disabilities Act. The SCA, Inc. will provide reasonable accommodations to qualified individuals with disabilities to enable all participants to fully enjoy the events whenever it is possible to do so.
The SCA, Inc. will at all times attempt to provide reasonable accommodations, while preserving the fundamental nature of the SCA event.

Potable Water- Potable water should be available. If the site has no potable water, it is suggested that some method for distributing potable water should be arranged (i.e. a water truck or tank.) If no potable water is available it must be announced in copy that potable water is not available and that attendees need to bring their own water.

Heavy Tournament Field - 2 fields, minimum size of 40' x 40' one each for heavy tournament and rapier. Lists field ropes and stanchions may need to be provided or borrowed by hosting branch.

Royal Pavilion- Space for a Royal pavilion (a pavilion may need to be provided/borrowed by hosting branch) to accommodate Royal viewing, court, peerage meetings and curia. (Verify availability of royal chairs with senior retinue staff. Hosting branch may need to provide alternatives, if not available.) Include tables for retinue/awards. The Royal pavilion should be set up directly facing corridor in list fields.

Lists / Marshal's Pavilion- Should be immediately across lists fields and facing Royal pavilion. (May need to be provided/borrowed by hosting branch.) Include table(s) and chairs.

Herald's Point- Sheltered space, tables and chairs provided for voice heralds (town-crier *and* tournament). Optional space may be provided for consulting heralds but should be separate from voice heralds. If personnel available, town crier senior staff should be separate from tourney herald senior staff. Usually set up beside Lists.

Waterbearing- Area required for water-bearing (equipment and staff may be provided or borrowed). May be combined with lists, marshals, or heralds if space available.

Merchant Venue- Space provided for merchants. Traditionally around the lists field (eric), but not required. If you have chosen to place merchants around the eric please keep in mind the atmosphere of the event. Traditionally the lists field is reserved for period camping. This is where we gather for the pageantry of our game. Having blue tarp awnings and merchants that sell pirate flags and flea market goods in plain sight of the eric is in poor taste.

Merchants around the eric should be as period as possible. Merchants should make an attempt at SCA period goods, their structures should attempt to be as authentic as possible, they must make an attempt at pre 17th century clothing and follow the laws of the Kingdom of An Tir and the Principality of the Summits at all times.

Some event stewards jury merchants and have set requirements for merchanting while others just state merchants are welcome and place them as they come. It is recommended that you have a merchant steward to deal with any merchant related questions, pre-registration and layout as well as any issues that may arise.

Gate Shelter- including table(s) a minimum of 2 chairs, lights and a heater (depending on weather)

Chirurgeon- Depending on site configuration may be located at Gate (ease of locating) or on lists fields. Accessibility to lists fields must be maintained. Equipment may co-locate with other amenities, i.e. does not need shelter or table of its own.

Archery Range- If the site has the space to set up an archery range, it's always nice to be able to offer this activity at your event. The Principality archery marshal or someone within the archery community may want to run a prize tournament. A safety plan must be provided to site owners and included in the event report when archery activities occur.

Period Encampment- A camping area blocked off for period (or period-looking) pavilions only. Usually near center of activities to enhance ambience. (Optional – not a requirement)

Feast Facilities- Feasts are optional (at event steward's discretion). Occasionally they are held at camping events and traditionally they are held at Winter Investiture. If planning a feast, need kitchen facilities and indoor seating area that can accommodate 60 – 100+ people.

Site Owner * - When members lease/rent a site to an SCA branch, those members *MAY NOT*:

Be on the event staff
Help at or run gate
Handle any money at any time for the event (this includes making deposits)
Sign any contracts for the event (site, port-a-potties, trash etc.)

If the member happens to be the branch seneschal, they will need to deputize someone else in the branch to sign contracts. This does not fall to the exchequer as the exchequer has no right to sign contracts on behalf of the SCA. That always falls to the seneschal or their authorized deputy.

If the member happens to be the branch exchequer, the seneschal or an authorized deputy will need to make any deposits and handle all money.

It is always best that whoever is authorized is approved by the branch Financial Committee.

Site Insurance

Any SCA branch has access to the SCA Insurance, whether you need to show the site a generic certificate of insurance or you need an **'also-named'** or **"specific named insured'** certificate (where the site and event date is specified on the insurance certificate). If you are a branch Seneschal and you need a simple proof of SCA insurance, you should be able to get a copy of the generic certificate from the Principality Seneschal. If you need **"specific named insured**" (event site and date is specifically stated on the insurance certificate), you will find the instructions for obtaining that certificate at http://www.sca.org/docs/insurance.html. There is additional cost for this certificate and you need to allow more than 30 days for completion of request.
An additional rider is required for equestrian activities – see Equestrian MIC section below for timelines and ordering information.

Setting Site and Feast Fees

According to Summits Financial Policy the following fees must be used:

Adult (18 and over) site fee will be a minimum of $20.00 unless a variance is granted in advance.
Youth Ages (10-17) site feel shall be $10.00. One half the price of adult fees.
Children Ages (0-9) will be exempt from Coronet site fees
Family caps will use the price formula of two (2) adults + one (1) youth.
Nonmember surcharge of $5.00 will be applied to all adult fees for those that cannot show current membership in the Society for Creative Anachronism.
(Family Site Fee Caps are optional but suggested)

The NMS: The Non-Member Surcharge applies to all who are charged a full event fee. For example, if a site fee is "Adult (18+), $20.00" then all attendees who are 18 and older must pay the NMS. If there is a reduced rate for minors (as suggested above), then only adults aged 18 and older are charged the NMS. *
If the site fee is free or only a donation, no NMS is charged. If a non-member is comp'd (no site fee charged that non-member), they do not pay the NMS. *
The site fee and the NMS need to be listed as separate items in event copy; event site fees **should not** read "Adult: $25.00 ($20 with member discount)". There is no "member discount". Fees need to be listed as: "Adult (18+): $20.00. Non-Member Surcharge of $5 applies to all non-member adults aged 18 and older."

Note on Family Site Fee Caps: "Family" does not include SCA households or roommates – the people must be related mundanely. Common-law and same-sex spouses are considered related. No more than two adults in a family group can qualify for the Family Cap price; all others of that family must be related minor-aged children. **NMS is not included in a Family Cap price.**

Feast Fees: Feast fees can be included in the site fee or charged as an additional charge. Traditionally Winter Investiture has had a feast included with its site fees. Feasts at the other events have generally been an additional fee and sometimes have been by pre-reservation only. What you decide to do is entirely up to you and your branch.

Register the Event

You need to register the event officially with the Summits Calendar deputy using the Date Reservation /Event Information Form at
http://antir.sca.org/Pubs/forms/Summits_DRF_EIF_save.pdf

Registration of events must be on the **Summits form**, not the Kingdom form. All Principality level events need to be Tier 1/Level 1 events.

Per Kingdom Law; "Event Information Forms (EIFs), barring unforeseen and unusual circumstances, should be in the hands of the Principality Calendar deputy **no less than three (3) months before an event is to take place**."
The deadline for receipt of an EIF by Kingdom Calendar is the 15th day of the month. By June 15th an EIF for a September event must be received by the Summits Calendar deputy. Likewise, July 15th is the cutoff for an October event and so on. If you suspect that your event will fall in the "unforeseen and unusual" category; please get in touch with the Summits Calendar deputy as soon as possible. That way they can work with you to make sure things go as smoothly as humanly possible. As a side note, Date Reservation /Event Information Forms can be submitted up to one year in advance.

Assemble a Team

A good event is organized in around 9 months. Give yourself plenty of time to plan the event. Have a calendar set up to coincide with your event checklist to assure things are getting done on time. Check and double check this each month. Prior to the event be sure to verify with all of your volunteers, officers and event staff that they have everything they need to run their area of the event. Make sure that you personally have contacted the park to confirm the reservation, as well as the Biffy Company and Garbage Company.

The Principality Officers listed at **http://summits.antir.sca.org/officers.php** should be able to help you regarding the major activities at the event. They should also be able to answer any question you might have. For example, you're having a rapier tournament at Fall Coronet. Contact the Summits Earl Marshall and the Summits Rapier Officer. Are they able to run the tournament for you? If not, can they recommend or arrange for someone who would be able to run it? If you already had someone in mind from your branch to run the tournament, you should still contact the officer and make sure that your choice is acceptable to them.

In the case of championships, it is the responsibility of the current champion to organize the tournament to choose their successor at the appropriate Principality Event. A list of the current champions and their contact information is on the Summits Champions page at **http://summits.antir.sca.org/champions.php.**

As an event steward, it is your job to assemble the team and to be that team's leader. It is hard to be an effective leader If you are frazzled and overworked and exhausted at the event. It is your responsibility to make sure that you rest, eat, drink plenty of water, and not necessarily be the one running from one end of the camp to another. Pick a central location where you are visible and accessible, and let your team leaders know where you're going to be.
Not every issue needs your personal attention; trust the team you have assembled and delegate what you can so that you are available and relatively un-frazzled if and/or when an issue arises that does require your personal attention.

Communication

You should be communicating with the principality seneschal, Their Highnesses and Heirs with monthly status reports for your event. This is an absolute must in order to make this event happen.

Prepare Event Copy

Event copy must be published in both the Crier and the Echoes. *Failure to publish copy in The Crier will result in an event being unofficial.* This will result in the sponsoring branch paying for a mailing of notices to all paid members in the Summits about said event. **This expense is solely incurred by the branch, not the principality and the funds may not be deducted as an expense of the event.**

Copy also needs to be sent to the Principality Seneschal as well as the Branch Seneschal.

It's highly recommended that you submit copy at the same 3 month mark that you submit your event's

EIF and there are a couple of reasons for this.

1) Submitting them at the same time dramatically decreases the likelihood that this important step is forgotten among all the other last minute things that are getting done as an event draws near.

2) Submitting it earlier also means that copy would run the month before and the month of your event. Increased visibility is a good thing. This is highly recommended if your event is to take place early in the month.

At the absolute latest; copy must be received by the Crier editor no later than the 15 th day of the month 2 months before an event is to take place.

Follow the Crier Submission Guidelines published in the Crier.

Event copy should also be sent to various email lists, such as Summits, **TheSummits@yahoogroups.com** and Steps-announce, **Steps-Announce@antir.sca.org**

It is important to have information on your event available on a website. This is how the majority of people now access information. The Kingdom Calendar will have a webpage for your event. You will be sent information on how to access this page once your EIF has been received by Kingdom. All information about your event, including event copy should be posted on the calendar event page (in addition to any other webpage for this event). This is kept as history on the kingdom website and is useful for future reference.

If you have a person capable or access to equipment that will allow for the maintenance of a web page for your event, it is acceptable to create one. If you do have your own web page for the event, a referring URL should be sent to the Kingdom Calendar for inclusion on the Calendar website.

Websites must carry a disclaimer that it is NOT the official source of event information and if there are any discrepancies the Crier copy is the official source of information.

Site Deposit and Other Pre-Event Expenses

If the site needs a deposit and/or there are other pre-event expenses that your branch funds cannot cover, contact the Principality Exchequer. Check the Summits web site at **http://summits.antir.sca.org/officers.php** for the current information. The Principality Exchequer will help you with the process to make funds available from the Principality.

Pre-Registration

Many event stewards like to offer pre-registration to the prospective attendees. It is not required that pre-registration be offered; however, it can be an effective method to speed up the Gate process for some people, which eases the Gate congestion overall. No pre-registration discounts are to be offered for principality events.

Scheduling and Site Handouts

Copying schedules from previous Principality events will give you a good base to start with and you can modify/add to schedules from there. It is ***very*** important to consult with Royalty and the pertinent officers and champions when working out a schedule. It is important to have a site handout, but it is

not a newsletter - it does not have to be long or elaborate. It is an information sheet that should contain site rules, a schedule, a map of the site if necessary, and any other pertinent information required (e.g. classes).

Site Tokens

Site tokens are a tradition at events, but they are not required. The main purpose for them is to provide proof of registration and payment. Site tokens can be anything from a length of ribbon or string (perhaps with a bead or three) to the more elaborate stamped leather chits or pewter tokens.

Gate

The An Tir web site at **http://antir.sca.org/Pubs/forms/#eventstewart** offers a number of gate sheets and SCA waivers available for use. It is recommended that whenever possible a night drop be set up and funds be deposited during the event and not kept on site.

Site Fee Exemptions

For the list of exemptions to site fees, see the Summits Financial Policy located at http://summits.antir.sca.org/docs/FP%20Summits%202013.pdf.
Champions are also exempt from the site fee for the event at which their successor is chosen, per Summits law.

Royalty at the Event

An important part of your stewarding team is a Royal Liaison. This is the person who will work with the attending Royals' Head(s) of Retinue to ensure that necessary arrangements are made and that Royalty have a smooth and pleasant experience at your event. There is a very good resource regarding hosting Royalty at an event:
Guess Who's Coming to Dinner by Mistress Olivia Visconti available at
http://currentmiddleages.org/autocrats/how-to-host-royalty-at-your-event/

Equestrian Event Information

The Equestrian Handbook is available to assist the Equestrian Marshal-In-Charge (EMIC) of an equestrian event.
The Equestrian Handbook is available at
http://www.sca.org/officers/equestrian/pdf/equestrian_handbook.pdf

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Event Profits

Profits information is available in the Summits Financial Policy located at http://summits.antir.sca.org/docs/FP%20Summits%202013.pdf. It is also shown here but always check the online financial policy for the latest version.

Forty percent (40%) of any profit made on a Coronet Level event may be kept by the host group, provided that the final report and the remaining sixty percent (60%) of the profits are sent to the

Principality Exchequer post marked no later than thirty days (30) after the event.
a. If the final report and all funds are returned after thirty (30) days then the group may retain only twenty percent (20%) of the profit with the remaining eight percent (80%) forwarded to the Principality Exchequer.
b. If the final report and all funds are returned after sixty days (60) then the group must forward one hundred percent (100%) of the profit to the Principality Exchequer.
c. The Principality Exchequer must receive the final report (Event Report shown on http://antir.sca.org/Offices/Exchequers/) for Principality events within sixty days of the close of the event.
d. The Principality Exchequer may waive event reporting deadlines for branches if extenuating circumstances (i.e. late bills for event) warrant.
e. Branches may have all the profits from a Principality Event if that profit is less than $150.

Event Report

There are two types of event reports. One is the report of financials required by the Exchequer as mentioned above.
The other report provides details of the event and how things went, to assist future event stewards in planning their events and for historical purposes. It also informs the seneschal of any issues that arose, good things that happened, etc. An event report should include the following:

- Overall attendance
- A breakdown by age of attendance
- Tournament and championship results
- A list of all income (including NMS)
- A list of all expenses (including NMS)
- An overview of the event

The easiest way to write this event report is to use the Event Report form in the Post Event section of http://www.antir.sca.org/Pubs/forms/#eventstewart. Alternatively, the longer Summits event report format can be used (see Appendix A at the end of this document).

NMS Submission

Fill out the NMS Branch Submission Form at http://www.antir.sca.org/Pubs/forms/#eventstewart and send the form and a check for the NMS collected to the Non-Member Surcharge deputy (contact information listed under Chancellor of the Exchequer's staff at http://antir.sca.org/Offices/Exchequers/). Per Kingdom Financial policy, this must be done within 30 days of the event.

Wavier Submission

Fill out the Waiver Submission Cover Form at http://www.antir.sca.org/Pubs/forms/#eventstewart and send the form, along with the waivers collected at the event, to the Waiver Secretary (contact information listed under the Seneschal's staff at http://antir.sca.org/Offices/index.php#seneschal).

Checklist

A handy checklist for Event Stewards can be found at http://currentmiddleages.org/autocrats/stewards-checklist/.

Acknowledgements

Mistress Lenora di Calizzan and The Principality of Tir Righ generously allowed HL Raffe Ó Donnábháin to use their handbook as an inspiration and guide for this one.
November 7, 2007 HL Raffe Ó Donnábháin, Summits Calendar Deputy.

Edited and updated November 2013 by Dame Juliana van Aardenburg, Summits Seneschal.
* Updated January 2014

Appendix A: Summits Event Report Form

Principality of the Summits

Event Report Form

Today's Date:_____

1. General Information

Event name: _____

Event location: _____

Address: _____

_____

Site contact name and phone number: _____

Date(s) (mm/dd/yyyy): _____

Was there a website? Yes No ULR_____

Was their Crier copy? Echoes copy? Yes No if No, why not?_____

_____

Times site was open: _____

Time site was closed:_____

Camping: Yes No

How many overnight campers? _____

How many Day trip attendees? _____

Indoor: Yes No

Feast: Yes No

Were the site amenities adequate? Yes No (Why?) _____

_____

How many attendees did you plan for? _____

What was the total number of people on site? _____

How many people could the site accommodate? _____

Enough parking? Yes No (Why?)

Enough volunteers? Yes No (Why?)

Principality of the Summits

Event Report Form

2. Staff Information

Event Steward (SCA Name):	
Event Steward (Modern Name):	
Phone Number:	
Email:	

Co-event Steward (SCA Name):	
Co-Event Steward (Modern Name):	
Phone Number:	
Email:	
Summary of activities/results	

Marshal in Charge (SCA Name):	
M.I.C. (Modern Name):	
Phone Number:	
Email:	
Summary of activities/results	

Chirurgeon in Charge (SCA Name):	
Chirurgeon in Charge (Modern Name):	
Phone Number:	
Email:	
Summary of activities/results	

Firewatcher (SCA Name):	
Firewatcher (Modern Name):	

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Event Report Form

Phone Number:	
Email:	
Summary of activities/results	

Feast Steward (SCA Name):	
Feast Steward (Modern Name):	
Phone Number:	
Email:	
Summary of activities/results	

Merchant Steward (SCA Name):	
Merchant Steward (Modern Name):	
Phone Number:	
Email:	
Summary of activities/results	

Herald (SCA Name):	
Herald (Modern Name):	
Phone Number:	
Email:	
Summary of activities/results	

Gate Coordinator (SCA Name)	
Gate Coordinator (Modern name)	
Phone Number:	
Email:	

Principality of the Summits

Event Report Form

Summary of activities/results	

Volunteer coordinator (SCA	
Volunteer coordinator (Modern	
Phone Number:	
Email:	
Summary of activities/results	

3. Activities

Check all that apply	Activity	Number of Participants	Winner (if applicable)
	Coronet Tournament		
	Heavy Prize Tourney		
	Rapier Prize Tourney		
	Captain of Cats		
	Defenders tourney		
	Youth Combat		
	Archery		
	Bardic		
	Arts & Sciences		
	Classes		
	Other:		

Principality of the Summits

Event Report Form

4. Budget

Amounts Approved	Date Approved
Total Budget	

5. Gate Records

U.S. Funds	Gate Fee	# of Attendees	Subtotal for each line
Adult member	$		$
Adult non-member ($3 NMS Fee charged)	$		$
Daytrip Adult member			
Daytrip adult Non Member($3 NMS fee charged)			
Child member	$		$
Child non-member (no NMS fee charge if reduced fee at gate)	$		$
Daytrip child member			
Daytrip child non-member (no NMS fee charge if reduced fee at gate)			
Family cap member	$		$
Family cap non-member($3 charge for each non member in family)	$		$
Compensated gate fees			
Adults			
Children			
		Subtotal	$
		Non-member fee to	$

6. Actual Income

Gate Income	$
Feast Income (if applicable)	$
Other(s) [Please List]	

Principality of the Summits

Event Report Form

Total Income	$

7. Expenses

Site rental and deposit	$
Insurance certificate (if applicable)	$
Feast	$
Port-a-potties	$
Prizes	$
Garbage	
Other	$
Other	$
Total Expenses	$

Total Income = $_____

Total Expenses = $_____

Total Profit / (Loss) = $_____

8. Notes:

What worked well with this event?

What did not work for this event?

How would you avoid these challenges?

What would you do differently?

Notes on site

Suggestions for next time

Signature (Event steward) _____ Date _____

Signature (Seneschal) _____ Date _____

Signature (Exchequer) _____ Date _____

Form last updated 11/2013