

GUIDELINES FOR AUTOCRATS

This document is a draft of some ideas on how to organise and run events. The intent was to include as many things as might need to be considered for running the largest tourney around. Those running smaller tourneys may find more information here than they deem necessary. Anything that does not apply to your event, please disregard.

DATE: If the Tourney is a Coronet Event, a bid must be placed with the Lochac Seneschal at least six months in advance, and advise the group, proposed date, venue, estimated cost (see 'A Guide to Principality Events') and the Autocrat. It is up to the Prince and Princess to choose between rival bids, or approve bids for the Principality Events.

SITE:

- is it appropriate for the event?
- is gate available 24 hrs a day?
- is rubbish collected or do we carry out?
- is site large enough for the planned activities?
- are there disadvantages such as:-
 - snakes
 - spiders or ferocious ants
 - exposed water
 - anything else dangerous
- does it have any advantages such as:-
 - toilets
 - if not, these must be rented; a good rule of thumb to use is 25 persons per toilet per day. If they are to be emptied or pumped out part way through the event then 50/toilet/day will work.
 - flush toilets
 - are they available 24 hours/day; check with site authorities to be sure.
 - convenient parking
 - if not, arrangements must be made for access or cartage, if access is not possible
 - horses
 - consult with Equestrian Guild (Smithfield, Politikopolis) for ideas.
 - archery
 - is site available/suitable for archery
 - check with Principality Archer (or delegate) for ideas
 - drinking water in convenient location/source

The following should also be checked:
(not previously listed)

- cooking facilities for feasts
- showers and water facilities
- tables and chairs

PUBLICITY

SCA; Pegasus and local newsletters, at least 3 months in advance of the event (see Rules of Submission in Pegasus) - it's nice to be able to plan ahead and prepare for the event.

Mundane; know when you request it, what do you expect from this publicity; arrange about one month in advance
- have someone permanently assigned to assist any newshounds you invite
- have a supply of literature explaining SCA
- notify Constables and Golden Key

Arrangements

- theme
pick one, if you like; it's usually easier to work with (St. Davids Day, St. Valentines's Day, etc). Crowns, Coronations, Coronets and Investitures need none;
- check with all officers;

ARTS

- will there be a competition or other arts event
- who will manage it
- who will obtain or arrange for them
- will the Principality Arts Pavilion (if they have one) be used
- who will bring it/set it up/ take it down
- arrange for place on Eric
- establish times for judging and arrange for judges in advance.

SCIENCES

- see questions under Arts.

MARSHALL

- have appropriate documents been filed. If not, who will do it.
- who will be the KM in charge/KM of field
- will there be a weapons inspection/when/by whom
- any other suggestions

HERALD

- who will be chief herald/court/field
- how will field heralds be provided/ assigned
- what ceremonies will there be/who responsible
- are there copies on hand/extra for players
- will there be fighters wreaths/who provides/pays
- extra baldrics/cloaks/tabards
- anything else

CHIRURGEON

- who will be in charge
- provide address, directions, and a map of nearest medical facilities
- what supplies will be needed
- will the Principality Chirurgeons pavilion be needed
- who will bring/ set up/ take down
- who will provide medical supplies/ pay
- will there be a sign/ banner/ other ID (arm bands, baldrics etc)
- bring means to mount/ display/ fasten

LISTS

- who will be in charge
- does that person know how to do it/ have copy of Lists Handbook
- are assistants needed
- who will find and assign
- will they wear identification
- is there a table or pavilion
- who will bring/ set up/ take down
- remember means to display
- are there enough forms on hand
- if not, who will get more/ pay
- are there waivers available
- who will bring/ provide more
- are there enough pens/ pencils/ markers/ sharpeners
- who will provide/ bring more

CONSTABULARY

- who will be in charge
- provide that person with phone no. and location of nearest mundane authorities (police/ sherrif)
- where is location of nearest telephone
- what equipment is needed
- who will bring/ set up/ take down
- will there be a pavilion
- who will provide/ set up/ take down
- will there be signs
- who will provide/ set up/ take down
- bring means to mount or display
- who will provide baldrics

SENESCHAL

- who will be head Seneschal at the Event
- will there be a Seneschals meeting/ when/ where

HOSPITALLER

- will this service be present
- does person in charge of Hospitallery know

- are there enough supplies/ costumes
- who will assist/ set up/ take down

AGENDA FOR EVENT

- consult Coronet for Their Wishes
- consult all officers
- plan events, setup timetable
- circulate plan/ timetable to all officers in charge
- when final, publish in Pegasus
- stick to it, if at all possible

AUTOCRAT'S DUTIES

- be there to open site or arrange someone for this task
- sometimes the Constabulary does this
- know who is in charge of each office and when they plan to arrive (or their first-on-the-spot deputy)
- anticipate as many problems as possible and have back-up plans for as many things as can go wrong
- be available throughout the event for consultation/ problem solving
- have a good time, the SCA is fun!!!

It is best to have a committee for any event, even one for a small shire. Not only does it spread the work around, more people get experience, thus creating a talent pool for the next event. For this reason, at least two deputies are strongly recommended and, in the case of Coronet Events, required. One should be the Site Autocrat and responsible for those things which have to do with the site; arranging for toilets, if needed, opening up gates, setting up rubbish removal procedures, and so on. This person may, of course, have as many assistants as needed. The other should be the Events Autocrat. This person should be responsible for scheduling events, contacting participants in advance when possible, and seeing to it that the timetable is observed. This means that this person reminds participants of the time periodically during the day or days of the event, and keeps abreast of whatever changes must be made in the schedule. This person also may have a number of assistants.

Adapted from 'Guidelines for Autocrats'
by Mistress Rowena d'Anjou, Feb 81.

CHECKLIST OF ITEMS FOR SCA FEAST:

Cooking:

Microwave oven
Food processor
Mixing bowls
Kitchen knives
Carving fork
Cooking spoons
Measuring cups
Pot holders
Oven gloves
Aprons
Aluminium foil
Gladwrap
Kitchen paper
Kitchen tongs
Saucepans
Microwave dishes

Serving:

Serving platters
Serving spoons
Soup ladle

Cleaning up:

Vacuum cleaner
Millet broom
Bucket and mop
Washing up detergent
Steel wool
Handi Andi or floor cleaner
Tea towels (several)
Hand towels
Washing up gloves
Wettex
Washing up /drying rack
Carpet cleaner if applicable