

Kingdom A & S Championship/Tri-Levels/Queen’s Prize

–2018 Update

Purpose of Document

If your group is planning on bidding/holding a Kingdom A & S Championship/Tri-Levels event, in this document is everything you need to know to put in a bid and hold the event.

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Site Requirements List

- A large room for lots of tables, chairs and people is required.
- A designated area for the Royal Presence (thrones) and Court. The display room can be reconfigured for Court, if the tables can be stored quickly, but Their Majesties will want Their Thrones and banners displayed throughout the day.
- Plan on one 8-foot long table for every two entrants. Between 80 to 150 entrants will enter Kingdom A & S Championship/Tri-Levels/Queen's Prize depending on where it is held in kingdom. Each entrant will need a chair on their side of the table and three chairs on the Judges' side, so plan on four (4) chairs per entrant. It is highly suggested you have extra tables and chairs available and stored, as well as room to set them up in the judging area, if there are an unexpectedly large number of entrants.
- The site must be large enough that people can easily walk between the tables and chairs when said chairs are filled with people using them.
- The site should allow access to electrical outlets for some entries (backlighting for stained glass entries, cooks to plug in crock pots, etc.)
- You need to allow room for free standing displays (wood furniture or dress forms.)
- You need room for vocal and dance performances. This may be a separate room or the same room.
- There needs to be some place for alcohol entries to be judged, either on site or very nearby, which is comfortable for both entrants and judges.
- You need a room for use as a privy chamber for Their Royal Majesties (usually both attend these events.)
- You need a room for use as a privy chamber for Their Royal Highnesses.
- You need a room for use as a judges' respite room.
- You need a room large enough to hold Order meetings, at Their Majesties' pleasure. This room should have a number of chairs, including comfortable ones and a couple of side tables for Their Majesties.
- You need a large area for not only running Gate, but also for Entrant and Judge Check-in tables. It is usually a good idea to set up the Gate table some distance from the entry doors, so people can stand in line without blocking the doorway for others who may be carrying in their entries.
- Bathrooms must be large enough to change in. and **MUST BE Handicap/Wheelchair ACCESSIBLE.**
- There must be adequate parking, including handicap accessible parking, as well as entrant display drop off/pack up areas.
- Your group needs adequate and visible signage to direct people to the site.

OPTIONAL Items:

- Coffee and hot water for tea for judges. (Strongly recommended!) A selection of iced soft drinks, as well as ice water is also highly recommended.
- A lunchtime Inn with reasonably priced items, including vegetarian selections. The inn should run longer than a traditional inn, due to judges likely having to attend Order meetings in addition to judging. Plan on feeding roughly three times the number of entrants attending, since each entrant will have a sponsor and three judges (they may overlap, of course) plus support people. If you are having an inn, you will need a place separate from the entry/display area for people to dine, along with tables and chairs.
- A “Commons Area” for people to gather when they are not judging or being judged is always a good idea. Tables and chairs for people to work on projects, chat with friends, nap, etc.
- Breakfast munchies and snacks for your Gate staff as well as judges, the KMOAS and Master Scheduler are highly desirable.
- A special snack tray as well as lunch tray for Their Majesties is desirable ***but cannot be provided from group funds***
- Maps to nearby places to eat – fast food, buffet, and sit-down restaurants – should be available at Gate, along with information about post-revel, the SCA anti-bullying and harassment mandatory posting, and information about local lodging. PLEASE include lodging information as well as a crash space coordinator info in your flyer, too!
- Obtain permission to hang flags and pennants to give the place a more medieval feel. Also get permission from the site to hang posters notifying judges and entrants of judging times.

Sponsoring Group Duties:

One Year in Advance

- **Submit the event/site bid.** The bid **MUST** include ePay instructions (as of the 2/2019 QPT) and budget items for a) **The hosting group to reimburse the Master Scheduler for printing and copying judging criteria and judging forms**, and b) **The hosting group to obtain Judges' Choice Basket(s)**. Follow all the usual steps for submitting an event bid **PLUS cc the Kingdom Minister of Arts and Sciences** with your bid. Kingdom A&S and QPT are both Crown Events, so use the Crown Event Bid Form. Mark "Other" as which event, not "Fall Crown" or "Spring Crown". **If the site allows alcohol on site for judging of entries only, or if it is "fully wet" – be sure to put this information in your bid. If it is completely dry, put information in your bid regarding arrangements for judging alcohol entries.**
- **Once the bid is accepted** – get a signed contract with the site, provide them with the necessary insurance information, and get confirmation from the site IN WRITING of times you may open the doors and when you must close the doors. Also obtain IN WRITING times you may be on site other than during the event for site set up, clean up, etc. and what parts of the site are off limits (if any). Know who will unlock and lock the site – you may be able to pick up a key in advance, or the site may have their own personnel. Get a phone number! Get in writing whether the site is WET, DRY, or DISCRETELY WET! Include this information in your site flyer, when the time comes!
- **Provide both the KMOAS and the Master Scheduler with information about the site, the site open and close times, and site set-up times, if your bid is accepted.**
- Have regular meetings with your group. Put in writing who is responsible for what tasks – the inn, Gate, set up, tear down, etc. and who will be back up for them. Ensure the local group seneschal and treasurer have committed to be on site for the event, *and the treasurer will take charge of gate monies to count and deposit immediately.*
- If your group will be running an Inn, start planning a menu and pricing food. Decide who will be Head Chef, servers, etc. Ensure your group has the supplies needed.
- Verify there is plenty of free parking nearby, as well as loading and unloading zones.

Six Months in Advance

- Double-check with site that you are still on their books. Reservations have been misplaced in the past especially when there is turnover in personnel who are responsible for booking the site. Verify with the KMOAS and the Reeve that the event is still set with them.
- **Get your event flyer put together.** The **MEWS deadline is six (6) weeks prior to the first of the month in which a flyer will appear** (i.e. Dec. 25 for the February MEWS). **The SCA Social Media Policy (2018) specifies an event MUST be announced FIRST in the print/online official newsletter of the Kingdom BEFORE any Social Media event page can be posted.** Both **Kingdom A&S and QPT need to be in at least two months of the MEWS** (and at least a small "blurb" announcement of the basics a few months prior to that, if possible and if space allows – contact the Kingdom Chronicler). By having two months of publication, this allows your group to set up a Facebook Event Page, publicize it on the Calontir Facebook page, etc.
- **Get the event web site started.** Have the basic flyer information as the home page. Include a page for general schedule, judging schedule, local eateries, local lodging, contacts- including crash space coordinator, event steward(s), inn steward, etc.

Four Months in Advance

- **Send in the first flyer to the MEWS**, as above. This flyer should contain not only the basic event info but also include address (street and email) where entrants may send their entry signups and potential judges may sign up. It **must** contain the basic ePay information (2018), and it should contain a **link to the KMOAS page Entrant Forms, Judge Forms, and to the Event Website** your group has built.
- **Take your event website live**. Do **NOT** take your Facebook Event page live *until the day your flyer appears in the MEWS (NOT the Kingdom Calendar!)* – **according to 2018 Social Media Policy**. If this policy changes before this guideline is updated again – follow any NEW policy!
- **Make sure the Reeve receives a copy of the flyer for the event as well as the URL for the main event website (not the Facebook Event Page)**. The Reeve will link the event URL to the listing on the Kingdom calendar.
- **Contact the Royal Liaison(s) for the Crowns** who will be on the Thrones at the time of the event. Ask if They wish to hold Order meetings, and if so, ask at what times. Ask about Their Majesties wishes for Court. Ask if Their Majesties have special preferences regarding food, comfort, etc.
- **As soon as the event is posted in the MEWS, start advertising your event anywhere and everywhere**. Contact the group A&S officers around the Kingdom and ask them to announce the event to their groups and encourage people to sponsor people, enter, judge. The KMOAS will also try to have someone make announcements at Royal Courts, and will make posts online about the event, but YOUR GROUP should do so, too. After all, this is your event!

Three Months in Advance

- Make sure to **send the next flyer to the MEWS for the second month's publication!**
- Make site tokens for Gate

Two Months in Advance

- Keep meeting with your group members. Ensure all the Gate shifts are full, and there are enough people slotted to work set up, tear down, Inn, etc.
- **Assign someone to purchase the Judges' Choice Basket(s)**. Check with the Kingdom MOAS to see how many will be needed. As the competitions have grown, we are edging towards needing multiples. **We may also need a Youth Basket**. Your group can obtain these from thrift stores, or you may be blessed with someone talented enough to make them! Many people also have tons of extra baskets they would not mind donating. Your group can decorate them in a them or whatever suits you.
- **Make sure your ePay arrangements** are set up with the Kingdom Treasurer or the assigned Regional Deputy.

About Six Weeks in Advance

- The Master Scheduler will open the competition to entries and will start accepting judge volunteer forms. The open period usually runs for one month (judges run up till the day of the event).

- **The KMOAS and Master Scheduler will be heavily promoting the event – and so should you! Take every opportunity to talk up the event.**
- Check and re-check everything – site, food, tables, chairs, site rules, who is doing what, etc.
- **Check in again with the Royal Liaison** about meeting times, any special requests, etc.

Two Weeks in Advance

- The Master Scheduler will usually close entries about two weeks prior to the event and begin matching judges to entries. **Contact the Scheduler to get an idea of the number of entrants.** Make sure you have AT LEAST that many entrant tables available, with space for them all. Remember you can put TWO entrants per 8-foot table. **HOWEVER – ask the Scheduler if there are any “special request”** entrants i.e. need clearance, need electrical outlets, performance entries that need different space. Work closely with the Scheduler on mapping your site space with the needs of the entrants. Make sure you have enough chairs for entrants and judges, in addition to the other spaces.
- **Check in with the KMOAS.** Go over the list of items – tables, chairs, Judges’ Baskets, site set up time the night before, etc.
- Make final preparations for the Inn (if running one.)
- Prepare site maps, dining out maps, and post revel maps.
- Download and copy the **most recent** Gate forms. Make signs for designated smoking areas, Judge Check in Table, Entrant Check in Table, Privy Chambers, Gate, Order Meeting Room. Make larger poster signs with judging session times, Order meeting times, Court time.
- Call the key holder for site and verify all site entry information, meet up time to get the key, etc.

Day Before Event

- Pick up site key (if needed)
- **If possible, gain entry to site and arrange tables and chairs as per plan.** Set up Privy Chamber(s), Common Area, Order Meeting room, Judge’s room, etc. Bring in food for the inn and store appropriate. In short – get as much set up for the event the night before, down to having Gate ready to sign in the first attendee (except don’t leave the cash box on site over night!). The more you can do the night before, the longer you can sleep in the next morning!

Day of Event

- EARLY morning - Ensure road signs are in place at least an hour before the general populace is supposed to be there. Make sure they are logically and visibly placed for visitors coming from all major routes.
- Ensure signs indicating GATE and parking for Royalty are in place an hour before the general populace arrive. If you have a special load/unload zone, clearly mark those, too.
- Have group staff arrive at least an hour before the doors open to the general populace.
- Set up and clearly identify the Gate, Entrants and Judges tables (if not done the night before)
- Hang any banners.
- Clearly label the Privy Chambers for TRM’s and TRH’s. ○ Clearly label the Judges Respite room. (If not done the night before)
- Hang the Judges and Entrants posters (If not done the night before)
- ○ Run Gate, SMILE, and tell everyone you hope they have a GREAT DAY!

Inn

An inn at Kingdom A & S Championship/Tri-Levels is not necessary, but it is a wonderful amenity and very appreciated by judges and staff who almost never get to leave site.

If you choose to do an inn please keep in mind the following:

- Entrants and Judges will not be bringing their feast gear, so factor in the cost of disposable plates, bowls, cups, napkins and plastic silverware into your meal costs.
- The inn should cover the lunch hour(s) and at least one-half hour before and after the official lunch hour break between judging session.
- The Master Scheduler will often be in consultations with TRM's and be altering the schedule to allow for Vigils, Order meetings, etc.. A longer inn allows you to provide lunches for staff, people with children, and judges/Royalty who may be free before the lunch hour starts and provide for those entrants or judges who are attending meetings during the lunch hour.
- The inn should prepare food to feed the number of entrants times three or four. This should be enough to cover the staff, judges, entrants, royalty, retinue, and family/friends who rode with all the above.
- **Please allow for more than one serving for some individuals.** If you do brats and hot dogs – know that at least a third of the individuals will want two on their plate. So, you would need at least 260 brats/hot dogs under the scenario presented above.
- You need to provide a place for them to sit and eat at tables and chairs. Standing will only create a lot of messes to clean up. **Eating at the display tables should be considered a major no-no!** Many people cannot sit on the floor, either.
- Vegetarian fare should be at least one option, as well as some plain food that will appeal to children.

Reimbursing the Master Scheduler

The hosting group will need to reimburse the Master Scheduler for the cost of printing judging criteria and judging sheets (2018 Kingdom ruling). Because the Scheduler won't close entries until 10-14 days prior to the event, there is no good way to be sure of the amount this will cost your group. In addition, printing costs rise every year. The best advice is to monitor the number of entrants in the two preceding QPT/KAS events prior to yours. This will give you at least a ballpark estimate. However, if your group is in the center of the Kingdom you will likely draw more attendees than a group at the outer edges – THIS IS NOT A GUARANTEE!

The hosting group also reimburses the Scheduler for the cost of the manila envelopes that hold the judging forms and the criteria (2018 Kingdom ruling). Again, this number will not be known until at least 10-14 days prior to the event. The Master Scheduler duties are not time-consuming until the last week before an event. The Scheduler WILL provide your group with appropriate receipts for reimbursement.

Your group should provide a stock of cheap ball point pens for judges to use. The Scheduler will also need at least 2 packages of 3x5 cards – one set for the Judges Schedules, which the Scheduler will prepare in advance, and one for voting on the Judges Choice Basket(s). **Your group will reimburse the Scheduler for these items, too (2018 Kingdom ruling).**

Opportunities for Service!

The Kingdom Officers need at least two (2) additional people to assist at the Judges Table and Entrants Table and people check in and get packets. These do not have to be people from your group, but if people want to help, this is a good place for them. Youth over 14 are great helpers here!

We also need at least two (2) good voice heralds for Court, when we have sponsors give gifts to each entrant. If your group has people with good voices, let the KMOAS know in advance, and then introduce them early in the day at the event. We can use them if they are willing. We also need a herald or heralds throughout the day to announce the beginning and ending of judging times, Order meetings, etc.

A designated "Feed and Water the Scheduler and KMOAS" person has proven to be an excellent idea, as we are often so busy making judging changes on the fly, judging things ourselves, handling "things" and whatnot that taking care of ourselves gets lost in the shuffle. Also assign someone to take care of your site steward!

Many entrants need help carrying in their things, setting up, tearing down, etc. A cadre of willing hands and strong backs can be a blessing. Parking control people may also be needed, depending on your site.

Their Majesties may not be traveling with full retinue. Check with Their Chamberlain(s) to see if They require assistance with set up or tear down of the Royal Presence, with carrying anything, attendants at Court, retinue during the day, or doing anything at all. Ensure TRM have a Court Herald.