



Kingdom of Lochac Crown Event Bid Handbook

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Comments or suggested revisions? Contact seneschal@lochac.sca.org

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Thanks also to ideas and inspiration provided by the many SCA resources covering such events, including but not limited to Northshield Coronation & Crown Bid Packet and Checklist by Viscountess Shava; The Autocrat's Friend by the Barony of Wastekeep; Montengarde's Autocrat Guide; Kingdom of Drachenwald Event Bid Checklist; Stefan's Florilegium; Coronation Brief by Mistress Christian Baier and Lady Isabel Maria del Aguila; AtenSteward Bidding for Kingdom Events; Bright Ideas and True Confessions by AEIflaed of Duckford; Barony of the Cleftlands Autocrat Checklist; Guide to Autocratting a Principality Event in Tir Righ. Most of these are accessible online by using the titles as search terms.

Note: this document is published in editable form so its checklists can be readily adapted and used by each steward.

Crown Event Bid Handbook

Thank you for considering a bid for a Crown Event in the Kingdom of Lochac.

Although the thought of running a Crown Tourney or Coronation may seem daunting, there are very good reasons for doing so:

- It does honour to the Kingdom and pleases the Crown to see people keen to hold the premier events that enrich our Society
- It's a great motivation for the development of group resources and skills, especially if you spread your preparation and projects over a long lead time
- It will assist your group finances – structure your financials well and you are likely to have a great event that is reasonably priced and which also returns a profit for your group and Kingdom
- It will help strengthen and grow your home group as the special nature of Crown Events attracts new people and enthuses old hands
- Although a lot of hard work, it can be a lot of fun and a great source of personal satisfaction

There is a lot (a lot!) of information here, but please don't let that worry you unduly. Crown Events can range from a tourney in a park with a picnic potluck lunch through to the most outrageously over-the-top recreation of Rene of Anjou's Tournament Book.

This material aims to cover the very broad range of possibilities – where **you** want your event to sit is **entirely up to you**. Some of the information may be obvious; some of it may be new. If you have any suggestions for additions or improvements, please let the Kingdom Seneschal know (seneschal@lochac.sca.org).

If your bid does not succeed, by all means ask for feedback to see if there were any problems with it that you can address to increase your chances of success. It just may be that the Crown needed to take into consideration the fair spread of Crown events throughout the Kingdom. Try again!

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Crown Bids: What Your Bid Has to Have

Keep an eye on Pegasus, the Lochac home page and on the main e-lists for calls from the Kingdom Seneschal for bids, but by all means ask what bidding periods are current. In general, event bids can be presented up to 18 months before the date of the proposed event, and will be confirmed some time between that and 9 months out.

Your bid will be evaluated by the Kingdom Seneschal, Chancellor of the Exchequer and the current Crown. At a minimum, you need to tell them the following:

What event are you bidding for and when?

The four Crown Events, by Kingdom Law, are held on the first or second full weekend of the following months. In exceptional circumstances, the Council of the Purse may consider a bid that specifies a date up to 14 days either side of these weekends.

- January: Twelfth Night Coronation
- May: Crown Tourney
- July: Midwinter Coronation
- November: Crown Tourney

A general idea of the event timetable you are proposing can be useful to include. Bear in mind it will eventually need the approval of the Crown concerned, so be prepared to be flexible further down the track. Check out the required activities (page 4) and ensure you have them scheduled as a priority.

Where do you propose to hold it?

You should include the name of the hosting branch (and the supporting branch if the hosting branch is incipient). The Seneschal of that branch will be required to approve the bid before it can be accepted. General location information should include relevant venue/s and facilities, and clear confirmation of availability on the proposed dates. Photos are helpful, particularly if new or multiple venues are involved, or especially impressive ones.

Who is on your main crew?

Include a short bio and contact details for the critical people in charge of major areas, eg Steward, Deputy Steward, Chief Cook, Marshal, Herald. You don't have to have every position filled or firmly committed at this point, but it helps to demonstrate that you have the staffing resources and experience behind you needed to run a Crown Event.

What are the financials like?

The draft budget should include

- known fixed (cost that does not vary with the number of attendees, e.g. venue hire) and variable (cost that does vary with the number of attendees, e.g. food) costs or reasonable estimates thereof, including Kingdom Levy
- a contingency amount
- the proposed charge per head
- an indication of general break-even attendance, with profit/loss projections for attendances above and below that number, and estimates of expected attendance

Other useful information that is nice to have but not necessarily vital

- Possible theme: not mandatory as this is a Kingdom event for the Crown of Lochac
- Proposed feast menu or general concepts
- Proposed communications/promotion plan: eg website, email, Pegasus ads
- Any special aspects: eg do you expect strong attendance because it is a local holiday weekend; can you provide horses for Their Majesties to ride in on; will consorts be brought to the tourney field by carriage?

Minimum Checklist of Required Crown Event Activities

Crown Tourney

Required Activities

- Lists open (Crown may require letters of intent to be submitted prior to the event)
- Armour inspections
- Invocation (presentation of combatants and consorts)
- The Crown Tournament
- Investiture/Acclamation of Royal Heirs
- Presentation of Wreaths of Valour and Chivalry

Usual Activities

- Kingdom A&S competition
- Rapier/Archery tournament
- Peerage/Polling order meetings
- Feast

Coronation

Required Activities

- Final Court of out-going Crown
- Divestiture Ceremony
- Coronation Ceremony
- County/Duchy for out-going Crown
- First Court of in-coming Crown
- Queen's Champion Tourney

Usual Activities

- Kingdom A&S competition
- Rapier/Archery tournament
- Peerage/Polling order meetings
- Feast

Occasional/Optional Activities for all Crown Events

- Elevations to the Peerage: check with the Clerks of the Orders
- Baronial change-overs: check with Crown or your local B&B
- Council of the Purse meeting: check with Chancellor of the Exchequer
- Regalia Meeting: check with the Keeper of the Regalia
- Seneschals' Meeting: check with the Kingdom Seneschal
- Merchants/market
- Ball/dancing
- Children's activities
- Bardic circle or other entertainments

Minimum Checklist of Required Crown Event Facilities

Always Required

- List field area and support equipment (eg ropes, water etc)
- Marshal/s, Lists officer and support crew
- Royal Presence area (eg pavilion or hall, thrones etc)
- Royal Ready Room or other private preparation area
- Kingdom A&S Competition space/time for judging and display
- Accommodation for expected numbers: (eg on-site, camping, billeting, hotels/motels/backpackers etc)

Usually Required

- Feast Hall or dining area
- Rapier/Archery area
- A location for peerage meetings (NB: Chivalry meetings typically usually take place after combat activities have occurred; Laurel meetings after A&S displays/competitions)
- Scribe with equipment (eg pens, ink)
- Accommodation options or indication of assisted billeting

Some Important Points to Bear in Mind

When in doubt, assume it is the Event Steward's job.

As Steward, this is your event to manage, so don't assume that people will do their "usual" jobs. It is a good idea to get your sub-stewards to contact their relevant Kingdom superior (eg Crux Australis, the Earl Marshal, Kingdom Minister of Arts & Sciences) to see what role, if any, they want at the event.

Everything is provisional pending Royal approval.

These are Crown Events, managed by you for the Crown of Lochac. Check very early with the Crown, or Their Chamberlain, and keep in contact. Timetabling will need to be negotiated based on Royal requirements. It can be helpful to have your local B&B or a Peer act as Royal Liaison. See page 15 for more information on Royal wrangling.

Keep track of how your budget is working.

Bear in mind that after the budget for a Crown Event has been approved by the Council of the Purse, no changes can be made to the budget without the approval of the Kingdom Exchequer. Make sure your draft budget is reasonably accurate and includes **all** necessary expenditure, and keep an eye on how it progresses. If there are any significant changes along the way, inform the Exchequer. See pages 9-11 for more advice on sorting financials.

Crown Events are usually well attended.

Crown Events will typically have 100-200 attendees from around the Kingdom; the lists for a Crown Tournament can range from 10 to 25. The required activities are likely to take at least a day, with most events stretching over a weekend. Consider that and your location when setting your breakeven points in your budget – it's better to under-estimate by a small margin. Make it easy to have a successful event by sending out regular reminders, communicating via Pegasus and Kingdom lists; and establishing a Website to provide information on scheduling and facilities. Bear in mind that many people will be travelling long distances, some internationally, so knowing precisely when and where things are happening, as early as possible, are important factors in getting them to attend.

Read the Full Checklist.

The accompanying Full Checklist is designed to cover all aspects of bidding for and running a Crown Event, in exhaustive detail. It can be very easy to forget things – are there thrones for the Crown, a pole for the new flag you want to use, did someone remember to bring a list of the people who pre-paid, who is in charge of seeing there's enough toilet paper? You don't have to do everything in the checklist by any means, but it will make your job easier by giving you and your stewarding crew a heads-up on things to consider/remember.

What Happens Next?

- If you decide you want to prepare a bid, give the Kingdom Seneschal a heads-up. They may be able to provide advice and information that will be useful for your particular event.
- Prepare your bid, bearing in mind the guidelines noted here and the details in the Full Checklist.
- Get it sanity-checked by someone who has previous experience of running a successful Crown Event or a comparable large-scale event. Ask the Kingdom Seneschal if you don't know who.
- Make sure the budget is robust and double-check the financial section of the Full Checklist to make sure you have included everything. Once the budget is accepted, changing it will be difficult, so it is vital you get this as close to right as you can.
- Have it checked and approved by your hosting group's Seneschal and Reeve, prior to approval by the group's Council. Have the proposal signed off by your Seneschal.
- Send your proposed bid to the Kingdom Seneschal: seneschal@lochac.sca.org
- Keep your fingers crossed! And keep planning.

Crown Event Full Checklist

This checklist covers as many things as possible relating to bidding for and successfully running a Crown Event. **Do please read through it at least once**, regardless of whether this is the first event you have stewarded or the 400th.

Important point: you don't have to do everything on this list, or have every position covered. This list aims to help with as many things as possible. Decide what is relevant for you, given the type of event you want to run.

Getting Ready to Bid for an Event

- Read the Kingdom Laws relating to Crown Events. See Appendix I
- Decide what event you'd like to bid for
- Canvas possible support/interest from within your local group and nearby groups
- Ensure your membership is paid-up for the period involved
- Identify a suitable site
- Read this Full Checklist
- Gather as much information as you can relating to possible costs. You can use reasonable general estimates (eg a feast is likely to cost \$18 a head for the food, based on what you plan to cook, the time of year, the numbers involved, the equipment required etc).
- Start to put together a stewarding crew: call for volunteers, tap people you know with the right skills. They don't necessarily have to come from your own group, but make sure that you can communicate with them easily.

Organisational Tips

- Get a calendar and mark on it deadlines for when you need to have things done
- Start a binder with tabs or a filing system to keep paperwork organized. Keep copies of everything, and ensure you have copies of all contracts and receipts.
- Keep all pertinent emails (incoming and outgoing) in a separate folder
- Make contingency plans for everything – wet weather, Steward illness, changes to timetables, fires, earthquakes, influenza epidemics, Crown travel plans falling through ... They don't have to be very detailed plans, but a little forethought will make it a lot easier to cope if something untoward happens.
- Don't assume you will remember everything – write it down!

Make a copy of this Full Checklist

- Modify the copy to suit your needs
- Print out sections to give to your sub-Stewards so they know what role you are assuming they will be doing and what resources they need to have on hand
- Highlight new ideas or things to follow up as you prepare your bid
- Make notes as you undertake tasks or check things off as you prepare for your event
- Cross-check your spending against your budget to keep track of how things are going

Site Details

If you're not familiar with the site, check it out early with the site manager/owner. Take some of your sub-Stewards with you, especially Deputy/Day Steward, Marshal, Decoration/Site Set-up Stewards. Take photos. Take copies of this section so you can make notes regarding facilities and costs.

Site Name

Address

Contact details: including site manager, landline, cellphone, email
(NB Ensure the site manager has **your** contact details.)

Site Deposit/Bond: how much, due date, return policy; get receipt

Site Rental: fixed cost, per person; adult/child; max number on site; covering what facilities and grounds

Booking/cancellation policy: deadline; penalties

Receipts received: when, for what, how much

Access info: eg key pick-up/drop-off details; alarm codes

Earliest arrival time for set up

Off site by when

Site regulations/requirements (check carefully and ideally get any policies/restrictions in writing!)

- Alcohol: dry/damp/wet; special arrangements
- Fires: Yes/No, fuel supply; special requirements
- Smoking: Yes/No; special areas
- Noise: what restrictions, timing
- Parking: where, how many, restrictions
- Rubbish Disposal: who is responsible; special requirements
- Cleaning: what is/is not provided; additional costs
- Emergency Access: where
- Evacuation: designated areas, who takes responsibility

Site contract

Review this with the hosting group Seneschal and Reeve; the former **must** sign it, so they must be happy with any and all arrangements.

Special points to note: (restricted areas; mundane site access, hazardous/off-limits areas, other groups on site, neighbouring issues etc)

Local Information/Assistance (name, location, phone number)

- Site Manager (if not on-site during event)
- Nearest Supermarket
- Nearest Bottle Store
- Nearest Petrol Station
- Nearest Bank/ATM
- Nearest Medical Centre/Hospital
- Nearest Police Station
- Nearest Fire Station
- Nearby Accommodation

Insurance

Should the venue require it, the SCA has insurance policies which can be provided on request.

See the Kingdom Seneschal's Documents section: <http://www.lochac.sca.org/seneschal>

Make sure you get the correct insurance policy for the country involved! (SCA Australia, SCANZ)

On-site Amenities

Main Hall

- Size
- Maximum capacity: seated and standing
- Cost
- Tables: number, size/seating capacity
- Chairs: type, number
- Decoration: what facilities/restrictions
- Associated toilets: number, location, disabled access; room for changing
- Washing up facilities: location
- Stage/Dais: size, location, curtaining
- Lighting: open/closed flame permitted, oil lamps; other
- Fireplace: type; fuel provided or not
- Other heating/cooling options: type, location, operation
- Fire extinguishers supplied: location, operating instructions
- Alarms: locations, arming/disarming
- Electrical outlets: number, location
- Restrictions: eg time, access, use of fasteners

Other Rooms

eg meeting rooms, Royal ready room, A&S display

- Size
- Cost
- Tables: number, size/seating capacity
- Chairs: type, number

Kitchen

- Size
- Cost
- Ovens/Stovetop Burners/Grills: Gas/Electric; Commercial/Domestic, number
- Fridges/Freezers: type/size; turned on in advance?
- Microwave
- Dishwasher/Sinks: how many
- ZIP/water urn: instant/electrical; capacity
- Prep tables/areas: size
- Electrical Outlets: number, location
- Fuses: type and location
- Other Major Equipment: eg mixer, food processor, utensils, pie warmers, jugs
- Rubbish/cleaning requirements: equipment provided; disposal

Grounds

- Tourney Area: size, cost
- Rapier Area: size, cost
- Archery Range: size, cost
- Toilets: type; location; servicing
- Showers: number/location
- Potable water: source; location
- Animals allowed onsite: eg dogs, horses, others; requirements
- Stakes allowed in ground: to what length

On-site Accommodation

- Cabins/Bunkrooms: sleeping how many in what configuration; costs
- Camping space: for how many; costs, quiet/loud areas, map
- Caravan points: how many, costs, map
- Marquee: size, costs, contact/contract info if third-party supplier
- Tent hire: how many, size, cost; contact/contract info if third-party supplier

Financial Planning

Kingdom relies on its share of Crown Event profits to help fund Royal travel and other expenses. Therefore, please budget for a clear profit – preferably around \$2000 or more, even higher for larger groups or regions.

It is vital that your budget is robust and has taken as much as possible into account. The information below is designed to help you do that, but you don't/won't necessarily need to include all the expenses/income sections in your bid.

Expenses

- List these under Fixed Costs (ie costs that don't vary with the number of attendees) and Variable Costs (ie those which vary based on attendance numbers or other factors).
- For Variable Costs, indicate how they change based on attendance numbers above and below the breakeven point (eg if breakeven is 120 people, how will the costs change at 90 or 150 bookings).
- The costs do not have to be broken down into every category noted below; they are just to help as reminders for possible cost areas.
- Divide by your projected number to calculate the cost per person.
- Note any assumptions you have made. (eg have you based your projected numbers on similarly sized events run locally in the recent past?)

Site Costs

- Deposits/Bonds
- Site hire: list all facilities, including grounds
- Amenities rentals/purchases: eg portaloos, gas
- Equipment hire: eg tables, chairs, platters, spit roaster, candles
- Services: eg cleaning
- Marquee/tents: deposit/costs
- Accommodation: eg bunkrooms, camping spaces

Fee-related

- Fee Exemptions: eg Crown, Steward, local B&B (other attendees have to cover their costs)
- Floats/petty cash
- Kingdom Levy (\$1 per head)
- Misc
- Contingency (recommended 10% of costs)

Food

- Feast
- Meals/Meal Plan
- Supper/s

Communications

- Postage
- Long-distance calls
- Printing: eg flyers, site booklets, paperwork, photocopies
- Signage
- Stationery

Sub-Steward expenses

- Gate
- Decorations
- A&S prizes (remember, Kingdom A&S competitions *will* be happening)
- Constable
- Other/s

Other Possible Expenses

- Site tokens/prizes
- T-shirts/event merchandise
- Transportation: eg shuttles for people; truck hire, trailers for rubbish/gear
- Laundry
- Liquor license

Income

- You may choose not to have the full set of charges as noted below – it does help if you can keep things reasonably simple, e.g. have a full-event fee including meals and accommodation
- Provide an Income breakdown based on your breakeven to cover costs and return a reasonable profit, as well as on figures above and below that breakeven point. (eg if your breakeven is 120 people, supply Income projections for 90 bookings or 150 bookings).
- Indicate what age brackets your Child/Youth charges cover (eg under 5, 14-17, under 18 etc)
- Indicate what Family pricing covers (eg two adults and how many children?)
- Indicate if you plan to have early payment discounts (or increased fees for later payment) and what period they cover
- Don't forget to:
 - include \$1 Kingdom Levy for all adults
 - add Event Membership fees to non-member charges - \$5 for everyone in Australia and \$2 for adults in New Zealand
 - add 10% to the base event cost for GST when events are held in Australia

Event Fees

- Event Charge for Adult member
- Event Charge for Adult non-member
- Event Charge for Child
- Event Charge for Child non-member
- Event Charge for Family

- Day Charge for Adult member
- Day Charge for Adult non-member
- Day Charge for Child
- Day Charge for Child non-member
- Day Charge for Family

Accommodation Income (if not included in Event Fees)

- Bunkrooms/Cabins
- Camping

Food Fees (if not included in general event fees)

- Feast Charge Adult
- Feast Charge Child
- Meal Plan Charge Adult
- Meal Plan Charge Child

Other Possible Income

- Merchant fees
- T-shirts/souvenirs
- Raffles/Auctions
- Transportation
- Hire items: eg feast kits, bedding

Making a Profit

- A bid budget which does not show a reasonable profit at expected attendance will be rejected.
- Work out how many people you reasonably expect to come. Then work out the worst case number. Calculate on adult members paying the standard event fee and booking early. The range of attendees (adults and children) has been 96 to 201 with an average of 132 people.
- Once you know your expenses, work out how much you need to charge to not make a loss at your worst case number. Then look at how much you need to charge to make a reasonable profit at your expected number. Profit from these events has ranged from \$1,093 to \$4,090 with an average of \$2,697 (of which half goes to the Kingdom and half to the hosting group).
- Charge the higher of those two numbers as your base price. Any non-member fees are extra. Options (e.g. dorm accommodation) must at least cover their own cost. Children are usually admitted at a reduced price but must still cover the variable costs (e.g. food) associated with having them.

Remember that the Kingdom share of the profits is important revenue for the operation of the Kingdom, helping to support the Crown and its activities. You should not budget to just break even and, *especially*, you should not decide to spend any "spare" income. Please be particularly careful of the latter point as the event nears – watch your costs carefully and maintain a healthy profit margin!

Nor should event costs include long-term (capital) items (new pavilions, new cookware) which your groups will use for many events thereafter. These need to be funded by the group itself, not from Crown event income.

Tips for Financials

Massaging Your Bid

- If you need to cut expenses, see if you can barter or borrow materials/skills. Nearby groups may be willing to loan items or help in other ways.
- Your host group should cover capital items that they can use afterwards (eg fire buckets, serving items, durable decorations). Get the approval of your group Seneschal/Council beforehand.
- If you purchase items specifically for the event, and your host group does not want them, consider selling or auctioning them off afterwards to help recover costs.
- Make sure your breakeven point is a realistic one for the nature and placement of your group and comparable events that have been run there in the recent past.

Preparing for and at the Event

- Create a spreadsheet to track expenses and income
- Insist on receipts from your sub-Stewards for budgeted expenditure
- Ensure that the receipts have clear information regarding the nature of the purchase, or write it on as you receive them
- Use a zip-lock bag to keep receipts together
- Get a float for Gate, ensure amounts of correct change are available (it is useful to have change relevant to the standard site fee eg if \$45 have plenty of \$5 notes available)
- Minimise cash receipts at the event by encouraging/rewarding early bookings and payment.
- Do not keep large amounts of cash at Gate. Pre-arrange for someone to take the cash away (preferably with you or your Reeve present) to a *secure* place on or off site, or do a bank deposit. See Appendix II for a sample Gate reconciliation form that will help keep track of money received. Always keep close track of cash – it is *not* your friend, and *will* want to escape!
- If paying out funds during the event, cross-check the expenditure against your budget to keep close track of spending. Paper profits can disappear quickly if you do not.

After the Event

By Law, a full report – with full financials – is required within two months of the event. A late report *will* jeopardise your group's ability to run any event, even local ones. Don't be late. Do your report preparation early, and keep on top of it. Plan ahead for the fact you'll be tired, and have most of the donkey-work done before the event even starts.

Stewarding Teams and Useful Resources

Crown Events are reasonably complex events and very important to the Kingdom – you will **not** be able to do everything yourself, so delegate. **Delegate!** Identify sub-Stewards whom you can trust to run sections of the event, and ensure they know about and source the resources they need.

Not all these roles are necessary; many can be combined. It does help to have the main positions covered in your bid: Steward, Deputy Steward, Marshal, Herald, Chief Cook/Food Planner. It is important to brief each sub-Steward regarding what you expect them to be responsible for. **Don't assume anything!**

Keep track of your sub-Stewards: SCA/mundane names, addresses, phone numbers and email addresses. Check in with them regularly during your prep/pre-event period to see they are on track – a dedicated event email list can be very useful for this. **Communicate!**

Administrative (primarily needed pre-Event)

- **Steward**
Role: takes ultimate responsibility for the event and its organisation
Needs: organisational/delegational and communication skills, time to sit down and breathe
- **Deputy Steward**
Role: sometimes termed drop-dead deputy; the person who knows as much as the Steward and can take over in part or in whole as needed
Needs: Good briefings
- **Booking Steward**
Role: in charge of keeping track of bookings, responding to booking queries, providing the information to Gate in an intelligible form for sign-in
Needs: information, spreadsheet or other means of organising that information
- **Billeting**
Role: pre/post event; checks numbers, allergies, smoking status, child-friendly
Needs: information, spreadsheet or other means of organising that information
- **Transportation**
Role: coordinates offers of lifts, shuttles, buses
Needs: information, spreadsheet or other means of organising that information; budget information and contractual information relating to transportation options; exceptional patience
- **PR/Webwright**
Role: provides publicity and information to a variety of channels (eg Pegasus, e-lists, local newsletters, flyers, via Web), possibly even “as they happen” Crown Tourney updates
Needs: information, connections, Web skills (or deputy); printing budget
Pegasus: Crown Events are entitled to three free full-page ads, A5 sized, jpg or pdf. The deadline is the 10th of month before the issue comes out, send to pegasus@lochac.sca.org; You also get as many standing notices as you like in the Coming Events section
See <http://www.lochac.sca.org/lochac/info/chronicler/EventForm.pdf>
Website: should include Dates, Location (including maps and transport/travel directions), Schedule, Activities: (Kingdom A&S competition information; feast menu); Booking Form (online or printable); Contact information for Steward or relevant sub-Stewards; accommodation information
- **Hire Garb/Gold Key:**
Role: organises complete outfits to be reserved and available beforehand or at Gate for pick-up/drop-off
Needs: information, spreadsheet or other means of organising that information, access to hire/loaner gear
At event: table, chair, lists, pre-collated sets of outfits, booking information

Administrative/Event Establishment and Operation

- **Day Steward/s**
Role: to be the visible “go-to” person for that day; liaise with Gate, Constable, Herald etc
Needs: good briefings; an identifier (eg a baldric or tabard); walkie-talkies/cellphone
- **Set up/Take down Steward**
Role: to provide direction and supervision regarding site set-up and take-down (not necessarily the same person); liaise with Steward, Marshal, Decoration Steward, Royal Liaison, Constable
Needs: rostered crew with required resources for designated areas and responsibilities (eg tourney area, hall, camping area, amenities), clear instructions regarding what needs to be done
Signage: leading to venue(s) and at venue
Cleanup: rostered crew and the necessaries (eg brooms, dustpans, bags, vacuum cleaners, bottle bin), clear instructions as to what is to be cleaned, if rubbish is to be left on-site or taken away
- **Decoration/Pageantry Coordinator:**
Role: responsible for decoration of site (eg Hall, Tourney field etc); check with Royal Liaison re setup of Royal Presence area
Needs: assistants, decorations (eg banners, flags, bunting, hangings); fastening systems (eg staple gun and staples, map/safety pins, bluetack, line/string, scissors), hammer, ladder
- **Gate:**
Role: responsible for sign in (forms, receipts, payment handling), training of gate crews
Needs: Table, chairs, lighting, pens, paper; stapler, general briefing documentation (ie. site cap numbers, emergency contact numbers, etc.); designated crew info
Registration: pre-booked information, sign-in sheets (member and non-member), indemnities forms where required; site tokens; cash reconciliation sheet (see Appendix II)
Duty roster sign-up sheets for chores (eg cleanup, site heraldry, constable crew etc)
Payment: cashbox, float, receipt book
Information: SCA flyers, event booklet or flyer, site maps, info on local amenities
Useful things: sellotape/duct tape, scissors, lighter, tool kit, first aid kit; walkie-talkie/cellphone
- **Constable/Site Liaison-Maintenance:**
Role: in charge of such things as night security, tent visibility flags, lost and found, on-site traffic issues, rubbish clearance, toilet/facilities maintenance (some roles could be handled by others)
Needs: rostered crew/s to provide assistance,
Safety/Security: tent flags, buckets or other fire gear, cigarette disposal gear
Maintenance: toilet paper, cleaning equipment, torch/batteries, rubbish bags, portaloos info
- **Chief Herald:**
Role: coordinate with Court, field, site duty heralds, and Crown
Needs: herald’s point, book for site herald notices; tabards, book of ceremonies, awards reporting sheet (CHAF) - http://lochac.sca.org/herald/docs/award_form.pdf
- **Arts & Sciences:**
Role: organising rostered Kingdom competition and reporting results to Kingdom A&S Officer, organising displays, classes or demonstrations (the latter two are not common at Crown Events)
Needs: place for competition judging and display, judges and judging sheets; contact info should be on Website for postal entries; prizes for competition (bells with ribbons, see A&S website - <http://lochac.sca.org/artsandsciences/>)
- **Chatelaine/Hospitaller**
Role: looking after newcomers, hospitality
Needs: table, chair, information material (eg flyers, cards, handouts)
- **Chirurgeon**
Role: chief medical person
Needs: first aid kit, knowledge of warranted chirurgeons/medics at event, location of nearest doctor and hospital, cellphone

Martial Activities

- **Marshal:**
Role: responsible for all aspects of combat activities; liaising with Crown re type of tourney format desired (see Kingdom Law III.3, Appendix I); set-up of tourney field
Needs: tourney area and lists rope; rostered field marshals, tabards/baldrics, poles, sunhats/sunscreen, water
- **Lists:**
Role: responsible for running the lists, coordinates with Tourney Herald; makes sure that tourney format has been confirmed with Crown (see Kingdom Law III.3, Appendix I); checks authorisation of entrants and membership of entrants and consorts
Needs: table, chair, paper, paperweights, pens (lots), sign-in forms, combat forms, drink
See Appendix III for sign-in sheet template for Crown Tourneys
- **Tourney Herald:**
Role: coordinate with Chief Herald and Court Herald and Crown, other field heralds and Lists
Needs: tabard/s, familiarity with format and appropriate words, field voice
- **Waterbearers**
Role: provide water to combatants
Need: potable water supply near lists field (eg tap, containers), jugs and drinking vessels
- **Archery**
Role: responsible for archery activities; range safety
Needs: suitable area, rostered marshal/listkeeper/herald, boundary and target gear
- **Rapier**
Role: responsible for rapier activities
Needs: rapier area, rostered rapier marshals/listkeeper/herald
- **Equestrian Marshal**
Role: responsible for equestrian activities; coordinate with Kingdom Equestrian Marshal
Needs: equestrian area, rostered marshals

Other Possible sub-Stewards

- **Entertainments Steward:**
Role: coordinating entertainments (eg games, dance/ball, singing, music, drama), who, when, where; liaise with Feast Hall Steward, Crown regarding timing, placement
Needs: entertainers, location, timetabling; seating
Entertainment-related needs: eg lighting, music stands, CD player, extension cord/s
- **Children's Activities**
Role: coordinates child-related activities; requires two non-related adults, one with suitable clearance (Australia)
Needs: age-appropriate equipment; public location
- **Merchant Wrangler:**
Role: coordinates merchant/market activities; setting up merchant/market area, collecting fees
Needs: location, timetabling, allocation of tables/tents/spaces
- **T-Shirt/Souvenir Vendor**
Role: organises production of event souvenir item/s (eg T-shirt, tote bag, tea towels etc), may work to pre-orders or produce bulk for sale on spec
Needs: artwork approved by Steward; order information; location to distribute/sell (eg Gate, market)

Dealing with Royalty

At the heart of a Crown event is the Crown of Lochac – bear that in mind when considering themes, organising timetables, planning meetings.

Keep Them, or Their Court Chamberlain, in the loop. It can be useful to contact the relevant Heirs/Crown as soon as you know who They are and ask them if They have any desires or preferences (crown@lochac.sca.org or heirs@lochac.sca.org). They may like the idea of a Grand Procession or entry on horseback or desire combatants to have personal heralds or banners – finding out what They would like gives you a chance to respond and adapt.

Be aware that if you decide on a specific theme (eg 16th century Florentine), it might not suit the Crown you end up working for (eg if They are Norse). For a Crown Event, you may want to consider keeping your theme generalised and Crown/Kingdom-focused (eg red, white and blue for colours; crowns, stars and roses for symbology etc).

Please bear in mind that Their Majesties have complete control over when Court happens and what happens in it. You can propose a suitable timetable, but it may need to be changed for any number of reasons. By all means suggest compromises and multiple alternatives, but be prepared to change your plans to match Theirs. If changes or delays will involve significant problems for the cooks, let Them know well in advance.

If you have a local Baron and Baroness, they can be a Royal Liaison or help coordinate the ceremonial “in-game” aspects. They may also take on hosting the Crown, providing transport to/from the event, lending Them members of their court to act as attendants etc. Keep them informed.

It costs a great deal to travel as Crown. See if you or your group can provide billets, bedding, towels, suitable feast gear and the other accoutrements needed by a Crown to do the role justice. See <http://lochac.sca.org/seneschal/docs/RoyalVisits.pdf>

Royal Presence Area

Regardless of whether the Crown is seated in a pavilion in a park or the most period-looking of halls, there are certain things that They will need to ensure the smooth functioning of a Court or Royal Presence area. You may have easy access to these, or be able to borrow from neighbouring groups:

- thrones, cushions, footstools/kneelers, rugs, banners and hangings,
- table with tablecloth: water, Crown drinking vessels, notepad/index cards, lighting
- room for Court Guards, Ladies in Waiting or local Attendants with Court experience
- If at High Table, consider placing a bench in front for people called before the Crown

Royal Ready Room

It is important for the Crown to have a place where They can withdraw to plan, have meetings and rest. For a Coronation, two ready rooms would be best for the Crown and Their Heirs. A Royal Ready room should provide privacy and comfort. It can help a great deal to have the following available:

- A Court Guard and/or Lady in Waiting within earshot to run messages, fetch people/food etc
- Useful supplies: favourite nibbles/drinks, headache remedies, talcum powder, clothing stand, full-length mirror, iron, clothes brush, table, chairs, heater/fan, coffee/tea supplies, safety pins, tissues, Court scribe with appropriate gear to fill in award scrolls

Royal Liaison:

Role: handle contact with Royalty and see to Their needs (NB Coronation includes two sets!); work with Court members; assist with High Table placements; liaise with Marshal re tourney formats; Court Herald; ensure things are set up for meetings, particularly if over mealtimes
Needs: diplomatic skills, Court/Royal experience (check with local B&B if available)

Court Herald:

Role: coordinate with Chief Herald, Crown and other heralds
Needs: tabards, book of ceremonies, awards reporting sheet (CHAF) - http://lochac.sca.org/herald/docs/award_form.pdf

Food

A Crown Event does not have to have a traditional feast – you may choose to have a picnic, a ball-with-buffet, a batch of spit-roasts and stews, a potluck.

Whatever you choose, food is likely to be a major cost requiring significant logistical planning and support, whether considering a formal feast, a meal plan or even just breakfast.

Make use of experienced cooks to assist you in establishing an initial budget for food. Typically this is based on a general pricing per head for a feast, based on local experience, with the budget refined closer to the event once the menu has been set.

Remember that some of the roles below may be combined – you don't have to have every one listed!

In the Kitchen

- **Feast Cook**
Role: determines feast menu, including food and quantities required; provides estimates to Steward for financials; has overall responsibility for the production of the feast
Needs: reasonable budget to support menu plan; flexibility to adapt menu for budget, Crown, timing constraints; experience in cooking for large-scale events; information from booking forms regarding life-threatening allergies and food intolerances
- **Purchase/Prep Coordinator**
Role: to coordinate any pre-event food purchase or preparation/pre-cooking assistance
Needs: menu/s with calculated amounts required and supply of related items; contact information for preparation volunteers
- **Kitchen Crew Coordinator/s**
Role: organises assistance for cook/s
Needs: rostered kitchen staff (eg for prep, production, clean-up)
Prep: kitchen utensils (eg knives, peelers, chopping boards, bowls, pots/pans, roasting dishes)
Production: cooking resources (eg trays, dishes, pots etc); serving items (eg spoons, tongs)
Clean-up: crew, dishwashing gear, tea towels (lots of them), rubbish bags/bins, cleaning supplies (eg detergent, mop, bucket)

In the Hall

- **Feast Hall Steward**
Role: liaise with Decoration/Entertainments Stewards and Royal Liaison to get hall decorated, set up, taken down and tidied/cleaned
Needs: hall layout plan, including for High Table and possibly nearby Court retainer table, set-up/take-down crew/s
Tables, seating, tablecloths, candles, menus, list of ingredients, table decorations
- **Chief Server**
Role: organises serving crew (ie rostered, volunteers from tables etc), liaises with Chief Cook, Hall and Royal Liaison; supplies instructions for announcement of courses by Herald
Needs: information to brief servers (eg menu items/ingredients; possible allergens present; timing of courses; off-board tables location/s; handwashing or voider bowl requirements); servers baldrics or tabards; servers' table, extra tongs and spoons
High Table considerations: any special dishes/subtleties to be served; check drink supply regularly; voider needs, serving utensils
Handwashing: warm water, flowers/herbs/oil, ewer and bowl, towels/napkins

Sample Timetables

When you initially propose the timetable for your event, bear in mind the required activities (see page 4) and other possible inclusions (eg elevations to the Peerage, Baronial change-overs). The sample timetables below are **not** the only way to structure an event.

It can be very useful to:

- Overestimate the length of time required for each part of the event
- Overestimate the length of time required for travel, especially if different venues are involved
- Build in “invisible time” that allows for overruns from meetings and Courts
- Allocate time for those who need it – check with Kingdom Officers and Order Clerks regarding meetings and the likely time needed
- Allow time fillers – put that in the hands of your Entertainment Steward, as that can be a good time to have A&S displays, entertainments, games, dancing and suchlike

Crown Tourney

Friday evening

Gate opens
Informal get-together
Lists open

Saturday

- Armour inspections
- Peerage meeting
- Lunch

- Crown Tourney (2-3 hours for up to 20 fighters)
Invocation (presentation of combatants and consorts)
Crown Tournament
On field acclamation of Royal Heirs

- Feast and Court
Presentation of Wreaths of Valour and Chivalry

- Ball

Sunday

- Kingdom A&S competition/display
- Rapier competition
- Archery competition
- Peerage meetings

Coronation

Saturday

- Final Court of out-going Crown

- Coronation (1-2 hours)
Divestiture Ceremony
Coronation Ceremony
County/Duchy for outgoing Crown

- Lunch and First Court of incoming Crown

- Rapier competition

- Peerage meeting

- Feast and Kingdom A&S competition/display

- Late night Bardic Circle

Sunday

- Queen's Champion Tourney
- Peerage meetings
- Market
- Council of Purse meeting

Many of the optional activities can run simultaneously.

If running on a standard weekend, it is a good idea to timetable the end of the event to allow travellers to get to the local airport for the main late afternoon or evening flights. Check with the main airlines to see when those occur.

Planning Timeline

Two Years before the Event

- Start thinking about what event you would like to bid for; gather information; talk to possible crew members and confirm key sub-Stewards.
- You can present a bid up to 18 months before the proposed event.
- It is important to ensure that the key resources, such as the venue/s are at least pencilled in when you present your bid. If a non-refundable deposit is required for a booking, discuss this with the Kingdom Seneschal, and explain the process to the venue to see if they will allow some flexibility on confirmation deadlines.

On Acceptance, say One Year before the Event

- Fully confirm and pay any required deposits to secure the venue/s and key resources
- Prepare initial notice for Pegasus in Coming Events listings
- Announce the dates early and often on public lists to let people know
- Identify what, if any, associated projects you want completed as part of your preparation (eg a Cloth of Estate, table runners, a lists tree etc), and get help to get them done early
- Start plugging any gaps in your stewarding team
- Set up your financial record system (eg Excel spreadsheet, receipts envelope etc)

Eight to Six Months Before

- Make sure the event Website is online and announced by now, if not earlier. Have the online booking form ready, leaflets etc. ready and available
- Open bookings; announce on e-lists, including booking deadlines.
- Submit your first free full-page ad in Pegasus (you have three, so space them out):
pegasus@lochac.sca.org
- Appoint a Royal Liaison to assist with communicating with Crown.
- If running a Crown Tourney, you will have six months to work with the Crown who will preside over your Crown Tourney – make contact early and keep them in the loop. The Crown may choose to require combatants to provide letters of intent, banners/standards, lists shields etc.

Four Months Before

- Report to Kingdom Seneschal and Crown how event planning is progressing, noting any changes or concerns
- Meet with your sub-Stewards to see how their sections of the event planning are coming along.
- Ensure Pegasus runs another ad

Two Months Before

- If running a Coronation, you will have two month's notice of who the incoming Crown will be. You should have been talking with the current Crown before this; now is the time to contact Their Heirs and see what plans they may have, how you can tweak the event to meet their desires and needs. You may wish to have two Royal Liaisons to cover the two sets of Royals – make sure they communicate!
- If running a Crown Tourney and the Crown has not already announced the format of the Tourney, contact Them to check. The Laws of Lochac state that the Crown shall choose the tournament form by which their successors shall be chosen (III.3.ii), noting that “the standard list for Lochac Crown tournaments is a double elimination list” (III.3.iii). Let your Lists Officer know if it is not a standard format so they can prepare accordingly.

One Month Before

- Cutoff for Feast reservations (or earlier/later as the Feast Cook and/or bookings require); make sure the Cook/s are sorted for any preparation to begin.
- Review the bookings and resources; prioritise any remaining optional projects and be sure to drop any which would be more stress than they are worth. Really.
- Check in with the site re number, timing, amenities, services and any other requirements; ask about any site changes that may have occurred, e.g. scaffolding, other users, etc.

One Week Before

- Keep an eye on the weather forecast and make any necessary contingency plans.
- Check in with your sub-Stewards that all is well, identify any problems and deal with them immediately
- Review the bookings and resources
- Check in with the site, confirming number, timing, amenities, services and any other requirements

Setting Up the Event

- Consult your checklist
- Main things to remember:
 - External signage/directions if needed
 - Gate and associated needs
 - All ablutions ready for arrivals: portaloos, toilets, rubbish bins
 - Field of Combat and associated area set up
 - Decorations: flags, banners, bunting,
 - Feast Hall
 - Food
 - Accommodation
- Check in with sub-Stewards that all is progressing as planned
- Make any necessary announcements that will keep the event flowing smoothly

End of the Event

- Have your Herald remind everyone well in advance of the off-site time
- Thank everyone involved
- Ensure that all your cash is accounted for; count cash remaining
- Collect all your Gate sign-in sheets and other paperwork into one folder
- Have Site Takedown/Cleanup crew ensure the site is left cleaner than you found it
- Check all parts of the venue to ensure that no equipment, supplies, belongings are left behind; have the Constable collect any that are
- Close the site (ie. turn off lights, lock doors, activate alarms etc.)
- If possible, review site with site manager
- Return site key/s (possibly later as per agreed-upon arrangement)

Post Event

- Ensure all hired/borrowed amenities/equipment is returned
- Check with sub-Stewards and officers in charge to identify any problems or recommendations for inclusion in final report; collect any final receipts from them
- Ask for feedback, or run a debrief session

Financial Handling

- Get any deposits/bonds back
- Return floats, collect any unspent advances
- Collate receipts
- Submit receipts for expenses
- Finalize Actual Budget vs. Pre-Event Budget
- Report profit/loss to Kingdom Exchequer *within two months* and make arrangements for payment by your local Reeve

Paperwork

- File indemnities as required
- Constable: notify on Website and e-lists of any lost and found property
- Write written report. This must be submitted to Kingdom within two months, See Appendix I, Laws VIII.1.v. This report should include:
 - Overall attendance/breakdown of attendance by group (Adult, Child etc)
 - Event Results: Crown Tournament, Kingdom A&S Championship, Provost of Lochac, Queen's Champion
 - List of all income (including event memberships and Kingdom Levy)
 - List of all expenses
 - Net event profit or loss (and reason why if a loss)
 - An overview of the event, highlighting special/unique activities that happened

Incidents and injuries
Recommendations for future events
Any other information you might think is helpful or pertinent

- Send copies of your report to the Kingdom Seneschal and the local group Seneschal
- Report on the event to your local Council; send thank yous (to e-lists, or personally)
- Write a short summary for Pegasus and your local newsletter.
- Make any appropriate award recommendations or individual activity reports to the Crown, the Peerage Orders or your local Baron and Baroness.

Personal Advice for the Steward

A key objective *must* be to run an event that allows you and all your crew to emerge at the end sane and happy.

Useful Things to Pack/Arrange for the Event

- An event meal plan or food/drink minder so that you get food and drink on a regular basis
- Comfortable, supportive shoes – you will be on your feet much more than you expect
- A comfortable chair at a location where you can be found
- A place for some “time-out” space
- A timepiece, preferably with an alarm function
- Your favourite painkiller or headache cure
- A notepad and multiple pens
- Thank you tokens or scrolls
- Chocolate or whatever snack food you particularly like; your favourite non-alcoholic drink
- hat/veil and/or sunscreen
- Consider booking a massage or at least getting a good foot rub the day before and the day after the event
- The day before the event, be sure to get a good night’s sleep – don’t be tempted to stay up for last-minute organisation

During the Event

- Let go of that need to control everything – go with the flow, stay calm, cool and collected
- Be available and easily found
- Be courteous
- Breathe
- Patrol your event – take a stroll through the site
- Play the role of host, talk to people, find out if they are happy, ask them questions
- Keep an eye on the time to ensure that activities don’t get too far behind schedule
- Check in with your Day Steward if you have one
- Let your staff do their jobs
- Thank your volunteers – constantly
- Check in at gate frequently to ensure all is well; ensure cash is counted and removed to a secure location
- Breathe
- Remember to eat, drink, wear sunscreen, wear a hat and **sit down** in the shade
- Don’t stay up late, and don’t sleep late
- Tell someone when you’re off to bed and when you expect to wake up
- Smile! – You’re having fun aren’t you?

After the Event

You’re done! Congratulations!

- Go get that massage, indulge in your favourite drink, and get a good night’s sleep!
- Sort out the financials and report! This is not optional, and has to be done within two months.
- Pat yourself and your crew on the back for a job well done
- Start thinking about what you’d do next time...

Appendices

- I. Laws
- II. Gate: Reconciliation Form
- III. Lists: Crown Tourney sign-in sheet
- IV Online Booking Systems

Appendix I: Laws of Lochac relating to Crown and Crown Events

(as of March 2013, for the latest version see <http://lochac.sca.org/laws/>)

III The Crown

III.1 Eligibility for the Crown Tournament

Each combatant entering the Crown Tournament, and his or her consort, must:

- Be acceptable to the Crown.
- Be at least 18 years of age on the day of the Crown Tournament.
- Be current subscribing members of SCAA or SCANZ at the time of the Crown Tournament. Membership must be maintained by the winner and his or her consort throughout their tenure as Crown Prince and Princess and Crown. Positive confirmation of membership consists of: a valid membership card, listing as a current member in the Registry Database, or receipt of online membership (as downloaded from the renewal website) plus proof that payment has been made in the form of a receipt for an electronic payment.
- Have actively participated in the Kingdom of Lochac for a satisfactory period of time as judged by the Crown of Lochac. ** GUIDELINE: For example, the Crown may choose to ask entrants to share what Lochac events they have attended/participated in the 3 to 6 months prior to the tournament.
- Be able and willing to swear that should they win, they will attend their Coronation, the following Crown Tournament and the Coronation of their successors, and that they are willing and able to swear fealty to Lochac for the duration of their reign.
- Not be the current Sovereign or Consort of Lochac.
- Be able and willing, should they win, to obtain and maintain throughout their reign passports and any other necessary travel documents to ensure that they are free to travel to all parts of the kingdom.
- A person may only be fought for by one combatant in a Crown Tournament. Examples:
 - Person A may fight for Person B and Person B may also fight for Person A.
 - Person A may fight for Person B and Person B may fight for Person C.
 - Person A and Person B may NOT both fight for Person C.

III.2 Succession

III.2.i Failure to Attend Coronation

Should the Crown Prince and/or Princess, through no fault of their own, be unable to attend their Coronation, such steps as are necessary and acceptable to them and to the Crown shall be taken, that they may be Crowned.

III.2.ii Sovereign or Consort Unable to Reign by Cause of Illness or Death

If the Crown Prince or Princess become seriously ill or die between the time of the Crown Tournament and their investiture as Crown, the remaining Crown Prince or Princess may reign alone, vested with the full powers of the Crown.

III.2.iii Crown Prince and/or Princess Unwilling to Reign

If the provisions of the previous subsection do not apply and the Crown Prince and/or Princess are unable or unwilling to start their reign, a Curia Regis shall be called to make preparations for a Crown Tournament which shall be held at the beginning of the Coronation event or, if this date shall have passed, at the earliest date practicable. Entry into this Tournament shall be restricted to those fighters and consorts who were eligible to enter the previous Crown Tournament and who remain eligible, except for the victor of the previous Crown Tournament, and their consort who shall both be barred. The winner and consort of this Tournament shall be Crowned immediately.

III.2.iv Inability to Complete Reign

Should either the Sovereign or Consort become unable or unwilling to complete their reign, the other may continue to reign alone and shall contain all the power of the Crown.

III.2.v The Regent

Should the Crown become unable or unwilling to complete their reign, the Champion of Lochac shall be Regent, and shall have all the powers of the Crown with the exception that the Regent may not change the Laws or give out awards. The Regent may not fight or be fought for in the Crown Lists.

III.2.vi Duties of the Regent

If the Crown has abdicated without heirs, the Regent shall crown the winner and consort of the next Crown Tournament as King and Queen immediately. If the Crown fails to complete their reign after their heirs have been chosen, the Regent shall crown the Crown Prince and Princess at the next scheduled Coronation event.

III.3 Selecting The Crown

III.3.i Conduct of Combat

The conduct of combat, Rules of the Lists, requirements of arms and armour, and rules concerning the use of horses shall be governed by the Conventions of Combat of the Kingdom of Lochac.

III.3.ii Tournament Form

The Crown shall choose the tournament form by which their successors shall be chosen.

III.3.iii Standard List

The standard list for Lochac Crown tournaments is a double elimination list conducted in accordance with the guidelines given in the Kingdom Conventions of Combat.

III.3.iv Entry in Crown lists

Candidates for the Crown must be eligible as defined in Article III Section 1.

III.3.v Opponents

Each fighter by entering in the Crown Lists, declares willingness to fight all opponents in the Lists.

III.3.vi Crown Prince and Princess

The winner of the Crown Tournament, and his or her consort, shall bear the titles of Crown Prince and Princess of Lochac. Until their Coronation they shall have only such rights and duties as the Crown assigns to them.

III.3.vii Champion of Lochac

The fighter who is runner up in the Crown Tournament shall bear the title of Champion of Lochac for the duration of the reign of the winner of this Tournament.

III.4 Coronation

III.4.i King and Queen

At their Coronation, the Crown Prince and Princess of Lochac shall assume the titles of King and Queen as appropriate to their gender and shall be vested with the full powers of the Crown.

III.5 Crown Travel Fund

The Crown Travel Fund will reimburse the Crown's travel expenses up to an amount to be specified from time to time by the Council of the Purse. Such reimbursement will be made upon presentation of receipts to the Chancellor of the Exchequer. Details of the current policy can be found on the Exchequer's website.

VIII Kingdom Events

VIII.1 Crown Events

VIII.1.i Crown Events

There shall be two official Crown Tournaments and two official Coronations per year in the Kingdom. These shall be held on the first or second full weekend of the following months:

- January - Twelfth Night Coronation
- May - May Crown Tournament
- July - Mid Winter Coronation
- November - November Crown Tournament

In exceptional cases, the Council of the Purse has discretion to accept an event bid specifying a date which is up to 14 days before or after the weekends noted above.

Events sited more than 800 km as the crow flies from the Crown Tournament or Coronation event site are granted automatic permission to conflict with the event.

Other events shall not be scheduled on any date where a Crown Tournament or Coronation is to be held without express permission of the Crown.

VIII.1.ii Event Hosting

The hosting of the four official Crown Events shall be equitably distributed among the branches of Lochac as far as is possible.

VIII.1.iii Bids

Bids from groups wishing to host a Crown Event shall be collected by the Seneschal. The Crown shall choose between the bids at least nine months before the Crown Event, and earlier if They think advisable; but in no case shall the decision be made more than eighteen months before the proposed Event.

VIII.1.iv Budget

All bids for Crown Events must include a detailed budget. The Council of the Purse may reject a bid entirely based on the proposed budget, however it may seek modifications to that budget in preference to rejection. Any modification to the budget must be agreed to by the Council of the Purse and the bidding group. After the budget for a Crown Event has been approved by the Council of the Purse, no changes shall be made to the budget without the approval of the Kingdom Exchequer.

VIII.1.v Finances

The steward of each Crown Event shall submit a final financial report to the Lochac Exchequer within two months of the holding of the Event. If the report is not received in this time, the group may not hold any official events until a satisfactory report is received by the Lochac Exchequer.

VIII.1.vi Profit

The profit from each Crown Event shall be divided as 50% to the Kingdom and 50% to the hosting group. The steward of the event shall remit funds, as instructed by the Lochac Exchequer for the Kingdom share of the profits within two months of the Event being held.

Kingdom levy applies to Crown Events and is distinct from the Kingdom share of event profits.

VIII.1.vii Loss

If the event makes a loss, 50% of the loss on approved budgeted items only shall be borne by the Kingdom with 50% borne by the hosting group. If the loss is as a result of expenditure outside of the approved budget, then the whole of the loss shall be borne by the hosting group.

VIII.1.viii Variations

The provisions of subsections "Budget" and "Loss" above may be varied in exceptional circumstances by unanimous decision of the Council of the Purse.

Appendix III: Sign-in Form for Crown Tourney Lists

Combatant Name Consort Name	Signature	Membership numbers, valid to:	Authorisation valid to:	Armour inspected by:

Appendix IV: Online Booking Systems

Added February 2010, Bartholomew Baskin

Ideal online booking systems are usually custom-made, and take a *lot* of work. An “ok” system will do this subset:

- Capture the essential booking information and email a copy to the booking deputy and the person making the booking
- If possible, record the information in a useful format like a comma-delimited file (which databases and spreadsheet software can readily use)

In recent years, the free Google Forms service has been successfully used for this purpose by several event crews, such as Midwinter 2009 (Baroness Sara of Stormhold) and May Crown 2010 (Don Tariq ibn Jelal).

From the raw spreadsheet information provided by the booking website, you can copy it to a local Excel spreadsheet, modify that for inevitable changes in plans by your attendees, then use it (via Word mail-merge or similar) to generate handy sign-in forms to ease that process for your gate people.

NB: Your Seneschal can obtain a current list of all local members, which means you can have membership information for at least those people pre-checked, saving more time at gate.

The ideal online booking system will also do the following:

- Present all site/attendance options and calculate sums to pay, both per person and for the combined group, taking account of adult vs. child information, etc
- Capture their membership numbers, and add event membership fees for those without current memberships
- Handle site-waiver signing electronically, if this is legally available and required in your area
- Ask people to indicate A&S classes they can teach, volunteer to help with heralding or marshalling etc., pre-select meal plan chores etc.
- Based on options people select (e.g. “need shuttles”, volunteering etc), automatically email relevant crew deputies so they know what is going on
- Allow for equipment bookings that may be available for hire

For examples of systems which do all this, see these (NB: may show as “closed”)

- Rowany Festival booking form - <https://secure.webcentre.co.nz/spis/runisa.dll?SV:ROWANYFESTIVAL>
- Canterbury Faire: - <https://secure.webcentre.co.nz/spis/runisa.dll?SV:SGCANTFAIRE>

Both these were developed by web automation professionals, taking a lot of development and testing time. You may find someone willing to do this level of web automation, in which case excellent -- but make sure they start early and you test it thoroughly -- and have a soft (i.e. gradual) public launch phase, to iron out any problems with it before there are dozens of bookings happening. Generally speaking, this level of automation is hard to justify for a one-off event with only a hundred or two hundred people attending.

Appendix V: Crown Event Bid Template

Added March 2013, Catherine de Arc

Event Name:

Steward's Name (SCA and modern):

Steward's Membership Number:

Steward's Contact Details:

Hosting Group (and sponsoring group if hosting group is incipient):

Event Date:

Event Site(s)

Include addresses, a link to the site webpage, a description of the site, its facilities, how it will work for your proposed event and address the needs listed in this Handbook, and any special features that make it particularly desirable. Photos can help but keep them small so the bid doesn't get too big to email.

Accommodation

This could include on site or off, tents, dorms, billeting, nearby hotels. A lot of people travel a long way to these events and they are more likely to come to yours if you make it easy for them to find somewhere to stay.

Nearby Amenities

Hospitals, fuel, supermarkets, chemists, liquor stores, hardware and camping stores

Transport

Include how to get to the town if it is not a capital city and how to get to the site by public transport and by car. Mention if you will have a shuttle service to and from site.

Staff

Any you have confirmed at this point. Include their qualifications and experience. You are trying to convince us that you have a team that can pull this event off.

Menu

The menu may change closer to the event but you should have a reasonable idea what meals will be catered and what sort of food you plan to have. The more detail you can include, the surer we will be that your food budget is sound.

Schedule

Include a proposed timetable. This will change subject to the will of the Crown (or Crowns) involved but it's good to have a starting point.

Theme

Do you have a theme for the event? What do you plan to do with it? Decorations, entertainment?

Extras

In addition to the required activities, is there anything extra, special or unusual that you plan to do that will make your bid stand out? Markets, rapier and archery, a ball, equestrian activities, a play. Is there extra help for travellers from afar? Will bedding, towels, feast gear, tents be available for loan or hire?

Other Attractions

Do you have other interesting tourist attractions nearby that might convince people to combine a Crown Event with a longer holiday in the area?

Budget

Follow the guidelines in the financial section of this Handbook.

Appendix VI: Crown Event Report Template

Added March 2013, Catherine de Arc

This is a guide only. Some of these sections overlap (officer reports may complete several of the other sections), some may not be relevant to your event or there may be other things you wish to mention.

These reports:

- Act as a debrief for you and those who report to you so you can learn from the event and appreciate what you did well
 - Provide valuable information to Kingdom about what works at Crown events and what doesn't
 - Provide valuable information to your local group about running events of this size and the suitability of the local venues
 - Provide award recommendations for the Crown and baronage
-

Event Name:

Steward's Name (SCA and modern):

Event date(s):

Site(s):

Cost(s):

Attendance and Booking

Your Financial Report will be thoroughly broken down into adults/minors, members/event members, etc. This is the place to mention if you had significantly more or less people than anticipated, lots of late bookings or at the gate arrivals, lots of cancellations and any problems with taking bookings.

Site

What was good, what was bad, how it did it work for you and the event.

Schedule

What was it, how did it work, did things go to plan.

Food

Feast and other meals, what was on the menu, did it come in under budget, was it good, was it hot, was there enough, who made it/organised it.

Entertainment

Who entertained, what was organised/happened spontaneously.

Tournaments and Competitions (Crown list, Queen's Champion, rapier, archery, A&S)

Who entered, who won, who kept lists/heralded/marshalled/judged. Were there any problems, good things.

Incidents and Issues

Injuries, failures, disputes, etc.

Assistance

Who helped – sub-stewards, officers in charge, officers, set up and pack down crews, kitchen crews, people who just mucked in.

Officer Reports

All of your Officers in Charge should be submitting reports to you – marshal, lists, herald, chirurgeon, constable. Feel free to include them in full and add your own comments.

Financial Report

Discuss this with your Reeve. They can help you with a template and balancing the books. All receipts will need to be scanned and emailed to the Reeve.

Send this report to the Kingdom Seneschal and the seneschal of the hosting group (and sponsoring group, if there is one) and the Baron and Baroness (if there is such) within two months of the event.