



Lochac Crown Event Bid Pack

2023

This collection of resources is designed as an accompaniment to the Lochac Crown Event Handbook.

Contents:

Checklists for Crown Events	3
Gate Reconciliation Form	5
Lists: Crown Tourney sign-in sheet	6
Crown Event Bid Template	7
Crown Event Report Template	9

Laws of Lochac relating to Crown and Crown Events

For the latest version see <http://lochac.sca.org/laws/>

Checklists for Crown Events

Minimum Crown Tourney Checklist

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
- Meetings – Council of the Purse / Council of Regalia

Usual Activities

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

Minimum Coronation Checklist

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
- Meetings – Council of the Purse / Council of Regalia

Usual Activities

- Kingdom A&S competition
- Rapier/Archery tournament

- Peerage/Polling order meetings
- Feast

Optional checklist for live streaming

Many Kingdom events in the past few years have been live streamed online – this has been especially popular in Crown Tournaments, as it allows the populace to follow the excitement from all around Lochac. If you wish to live stream part of your event, there are a few things to consider while planning.

Check out the SCA Aus Ltd documents on Live streaming: <https://sca.org.au/documents/policy/live-streaming-consultation/> and Social Media- <https://sca.org.au/documents/policy/social-media/> as well as SCANZ Ltd policy on Social Media- <https://sca.org.nz/files/docs/policy/Social%20Media%20Policy.pdf>

- Bandwidth: You will need reasonable bandwidth, check your site.
- Equipment: What equipment will you use, and how will you charge it if necessary on site?
- Software: What software will you use, is it reliable?
- Make sure that your Virtual Officer is in touch with the Lochac Social Media Officer at least a week before the event
- Make sure you do a 'dry run' before the event with all your elements in place, to ensure there are no hiccups on the day.

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
- Further tourneys: If the event timing allows, consider further tourneys for armoured/rapier combatants, eg. Roses Tourney on the day after a Crown Tournament

Preparing for a smooth running Crown Tournament

Your list keepers will benefit from having a plan for the tourney format well ahead of time. Think about what format the tourney will take – remembering that the current Crown gets to decide the tournament format. If your list is short, the Crown may consider a format such as round robin, if the list is longer it will be necessary to run a format such as single kill, double elimination to save time. As with all things, if you are not sure, make sure to consult the Crown and your Marshals well ahead of time for their input.

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

Sign-in Form for Crown Tourney Lists

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

Crown Event Bid Template

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):

Proposed Event Date:

Event Site(s) - Required

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 – Nice to Have but not mandatory

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. Please note providing accommodation for your event is not mandatory to run a crown level event and is a nice to have. All travellers will need to know what is locally around if not supplied by the event and will also help in their own research.

Nearby Amenities – nice to have

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

Transport – nice to have

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 - Required

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. Even if key roles are tentative that is acceptable for consideration for your bid

Menu – nice to have

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 - Required

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 – nice to have

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

Live Streaming & Recording

Include any plans that you have for live streaming, or for recording the event for future upload. Make sure you have a concrete plan for who will be responsible on the day.

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.

Crown Event Report Template

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, chirurgion, 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.