

Northpass Event Procedures

- 1) **The beginning** - So, you have an idea for a new event? Or you want to run an existing ongoing event? In either case WONDERFUL! This is a great thing! Running events is necessary for us to be SCAdians and is also rather incredibly fun. The first thing that is needed is to have a solid idea what the goals are for the event. If it is a new event, what will the “draw” be for others? What activities will be in scope? Will there be food? Will it need to be overnight? If it is ongoing event, then do you understand what is expected as the “required items” of that event? And how would you make it different? Think about the site for the event. Think about who you would need to help run it. Talk and share and try to think as much as you can of how it will work. It is best to plan events very far ahead of time (at least 6 months ahead for most events) so that the planning and promotion can happen.
- 2) **The plan** - So, you know what you want to do...Now you need to get enough together to offer it to Northpass as a whole to get agreement to run with it. You should have the following sorted before you ask for the group to approve you for the event:
 - A description of what you want to do that others will support.
 - A site – this would include confirmation that we would be allowed to run the event on that site and that it is suitable for the needs of the event..
 - A date for the event – This should be a date that the site can accommodate us as well as avoiding holidays, other local or similar events in the kingdom. This is a place where asking “those who have been around the block” is useful.
 - A budget for the event this must include expenses, expected attendance, fees to attend. A sample spreadsheet for this (sample budget) is attached.
 - Names of main staff –
 - If there is food offered the person running the kitchen
 - The person doing reservations
 - The person /people who will run gate
 - Those running main activities
 - If this is the first event run or the first event run locally one needs to have a named person they will use as a resource for answering questions and helping where needed.
- 3) **The approval** – You should ask the Seneschal to add discussion about this event to the agenda of the next commons. It is best if you discuss with the seneschal ahead of time to confirm all is in order. It doesn't hurt to talk to people informally ahead of time to refine your ideas. If the event is approved you will become an officer of Northpass until you successfully run the event so be certain you are a paid member through that time (SCA inc requirement not a Northpass one.) The possible outcomes are:
 - Your event is not approved. The discussion will likely show you what you need to do to try again.

- It is thought to be a good idea but changes are suggested. That can happen immediately or you may need to come back and try again at the next meeting.
- Your event idea is approved and you are now Event Steward for that event!

4) Hit the ground running – Ok, this is where it starts getting interesting. As we are part of the Province of Ostgardr we need to confirm with the Province that there are not conflicts. Once that step is completed you should (in this order) do the following:

- **Reconfirm and book the site** (only the Seneschal can OK contracts and generally should sign for Northpass. If there is a reason he /she cannot sign you can sign IF the seneschal has read and agrees to the contract. All funds for the site should be with Northpass checks. It is not normally ok for you to front money for Northpass for the site.
- **Post the event to the EK website** - <http://www.eastkingdom.org/NewEvent.php> after confirming verbiage with Seneschal. The new event will NOT show up until the Seneschal approves it. Also, as the Seneschal is always the drop dead stand in for your event should it be needed, you should share the update link with him /her.
 - Event hosted by or “Sponsoring group” should be “Canton of Northpass” (or “Northpass, Canton of” in the dropdown)
 - Site name is the mundane site name
 - Make certain address is right (or you will have many lost attendees the day of the event!)
 - With the “Directions” section, try to include anything that is potentially confusing. Remember that not everyone uses GPS but (if possible) check GPS to see if they bring you right to the site. (If it doesn` t that is useful detail to share.) Giving directions on parking and such is also useful as well as where Gate is to be found if that is not clear when attendees arrive.
 - “Site Opens” and “Site closes” is for attendees. Do not include setup or cleanup times.
 - Checks made payable to “SCA NY - Canton of Northpass”
 - Registration fees – Include the \$5 for the NMS fee and include that there is a “\$5 member discount for adults” or something equally clear. You may include separate lines for “member” or “non-member” if that adds clarity.
 - Make certain that children costs and all other line items of cost are clear to the reader.
 - It is best if you include physical address and email for Registrar. It is suggested that you ask for proof of membership detail to be included with registration “to speed arrival at the event” or something similar.
 - Make certain that all activities are plugged.
 - Add a link to the local Northpass website – especially important for larger or more complex events so that readers can get more information then possible on the EK site. In those cases each activity can get a subpage. For more basic events it will be a near copy of the EK site.
 - Remember that the EK website detail will be in the Pikestaff. Think about how it will “look” in print.
- **Ask Northpass Webminister to post event detail.** You can be much more flexible with your event detail there. Be creative!
- **Create your promotion plan**

- A good idea is a FB event in Northpass & shared to appropriate other FB groups
- Share detail on local and kingdom email lists
- Share to appropriate guilds or households
- Ask anyone running an activity to promote their activity
- It can be a good plan to hand out fliers at other events
- Plan where you can accept pre-registration (commons, other events, via “SCA express” (others accepting on your behalf. Be careful with that option that you get all of the funds and information ahead of the event to avoid confusion.)

5) Until the day

- **Keep filling out staff** – Make certain everything you plan to do has names associated with it. Don’t forget gate, and setup /cleanup needs. Also, don’t overly commit yourself. You need to be as free as possible to step in when others are unable or need help unexpectedly. It is not a bad idea to have someone you can assign tasks upon need.
- **Gate staff – Be very careful who is handling money.** Those at gate MUST be known by the seneschal, the exchequer and yourself personally and known to be reliable for this task. They must be paid members of the SCA (not a Northpass requirement.) This task doesn’t sound glamorous but think hard on who is doing the task. They will likely be the very first staff person that someone sees when they arrive. Personality counts. Also, think on how many people will be arriving at once. If you expect 50 people to be arriving at the same time you should make certain you have enough people there to handle that task. Also, you should have an alternate.
- **Check in at least monthly with main staff and confirm they have the help they need.**
- **See to it that the kitchen (or others that need to expend funds ahead of the event) are given an advance or repayment as appropriate.**
- **Track registrations as they come in. Watch the EK site to learn if other events have sprung up against you. If the attendance possibilities change make adjustments as needed.**
- **If there are situations that can cause a loss or any other unhappy occurrence, share back to the group /to the Seneschal as soon as possible.**
- **Report status at commons each month as you approach the event.** Remember that it is important that those in Northpass stay excited about the event. It is also important that you are excited and focused.
- **Confirm the site a few weeks out. Make any changes as needed if there are issues. A disaster upon arrival (broken fridge for example) is more easily worked around when known ahead.**
- **Make plan for “no change date” with kitchen and finalize attendance projections by then.** Wasted food is never a good thing. Not enough food is much worse!
- **Make sure that all needed gear is being brought to the site.** You don’t have to be a van service but you DO have to do the planning and arranging. This includes kitchen gear. Signs, gate wavers and supplies, starting cash, List barriers, targets, prizes...Anything that needs to be on site.

6) Gathering the registrations -

- Until the main day you need to track all registrations in a list form that tracks all payments by each person registered and level of payment
- Track membership status and if proof was provided
- All funds received are to be deposited within 2 weeks
- Be able to share numbers of paid attendees when asked
- Any “comped” or free attendance need to be clearly listed as such
- If necessary spaces reserved can be listed but they MUST be kept separate from paid reservations. It is not generally a good thing to keep an “unpaid reserved” list.
- Prepare gate items
 - Paper and pencils for notes
 - A computer or paper spreadsheet to track walk in attendance
 - Waivers (youth and adult)
 - Site tokens if available
 - Maps or proceedings
 - Detail for gate on where /when activities will be located

7) At the event –

- Either be certain to be onsite first, or have someone designated to run the show until you are there. An event must be supervised from when the first SCAdian arrives until the last leaves.
- If at all possible check in with the site personnel as soon as you arrive. Do a survey of the site to be certain all is in working order. Contact site immediately if anything is found out of order. Failure to do so could result in Northpass being blamed for any site issues.
- You may not leave during the event. If there is more than one event steward, it is acceptable (but not optimal) for only one to remain
- Gate must be open at or before the official starting time for the event. It must be supervised and all funds secured at all times. No one but preapproved persons may handle money. Others CAN be asked to help with crowd control, handing out event proceedings, hand out site tokens, etc. When Gate closes all funds must be secured and in your possession or that of the Seneschal or Exchequer.
- Be able to share numbers of paid attendees when asked
- Event Steward should monitor activity and check in with those who are running things. Items (such as court, feast, etc) that can cause the schedule to be messed up
- Only help with specific activities when necessary. The job of running the event itself is enough. (Exceptions can be made when appropriate or contingencies require.) The person running the event is not usually doing the job from the dish sink.

- Show respect for all, but remember that the event staff is running the event. We will have numerous guests but they are not to be allowed to take charge of activity. If you find that people are interfering with your staff this must be amended immediately. Many issues have occurred in the past with this outside interference.
- Be the host. Think of the event as a big dinner party where you are the gracious host. As much as possible greet people. Welcome them to Northpass. If you don't personally know them take a few moments to talk to them and if new help them find what they are there to do. You don't have to personally do that but can grab another Northpassin and say "Please get our newest friend <name> to the archery field. She has great interest" or similar appropriate things.
- Enjoy yourself. If you are happy others will be too. If you show yourself as anxious, angry or upset your mood will spread. We cannot always control our emotions but we should do what we can.

8) If things go wrong –

- If there are conflicts or problems look to solve with the least amount of rustled feathers or activity harmed. Do not let the perfect ideal get in the way of the "best we can do now". If you have disputes between staff and need help, get it!
- If there is any need of emergency spending (need to purchase ice for a broken freezer, etc.) share with Seneschal and Exchequer as soon as practical (ahead of sending for purchase if possible.) Sometimes additional means of fixing are available beyond spending funds. Money CAN NEVER be taken from gate cash.
- If a legal issue or something that could lead to one occurs, involve the Seneschal immediately. Any issue where there is suspicion of a crime or any injury are explicitly in this category as are any issues of site liability.
- If there is an issue with individual bad behavior you should share with them what they need to do. If there is potential for confrontation bring another as witness. You should be firm but non-argumentative and non-threatening. (As in "we need you to move that car." Or "That task is reserved for those appointed to run it." As opposed to "how dare you do that" or "we will have to call the police.") If royalty or nobility is involved you will often find that appeals to their good image "we need to show the others a good example" will help. However, even in the case of the King or Queen you as event steward rank higher. If there is serious misconduct you can even expel someone from the event. Be aware that after the event though this will be judged. In any such case you should do as possible to get the council of the Seneschal and other officers as possible.

9) Before you leave –

- Make sure things are packed away as activities finish
- Confirm with staff how their activities went (if there were issues note them for later)
- If money is owed get checks cut, cosigned and delivered
- Make certain you have the gate report (if you are doing the event report. If another officer is prearranged to do this make certain they have it)

- As much as possible share with people your gratitude for helping or even attending. Some people may have driven many, many hours to be there.
- Make certain site is in the state we found it or (preferably) better.
- Make sure everyone takes with them what is expected. Ask others to step in when necessary. Being last at an event with more stuff than can fit in your car is a very bad thing.
- Check in with site to confirm they agree all is in working order. Discuss any needed exceptions (As example “floor wasn’t mopped because water ran out. “ Yes that happened.)
- Thank the site staff. We want to come back. Kindness and civility is contagious.
- Collect (or designate someone to collect) a lost and found of “left behinds”

10) Wrapping up and reporting - When you get home you may want to collapse. That is understandable but you are NOT done!

- Write down your thoughts on the event as soon as possible. Memory fades
- Send out thank you for the event as appropriate (some will not help a second time if not publicly thanked. In any case it is a good thing.)
- Make certain “stuff” gets returned to its home
- If there are any issues needing addressing (such as site issues) work with other officers to resolve
- If there is anything of note to report, send any important detail as a post mortem report. This can be optionally done in any case. This is your chance to tell others what worked and what didn’t.
- Get “Lost and Found” home. If item’s owners are not known send out messages to +FB and email to locate them. If items are of value give general description and share that further detail will be useful in matching the owner to the item. (Don’t complain about items left behind as we are all human.)
- Get in the [NMS report](#) asap (it is due 10 days out. Try to have emailed report in within a day or two of event. Check can be mailed shortly after (if not written at event the exchequer can be asked to sort this after.)
- If you are making any deposits do so (if there is question of gate mismatch that should be reconciled first.)
- Create the [event report](#) – you may need to get help from others on this but if your gate funds total matches the number on your spreadsheet this should be easy. Some of the expense categories are unclear so if there are any questions feel free to ask. This must be reported by the group exchequer (by the latest) 30 days after the event so it is best to get that in within a week of the event to be certain that it gets filed in a timely manner.
- Copy Seneschal and Exchequer on all details of reporting.
- Report to the group at the next commons about your event