

SO, YOU'VE DECIDED YOU'D LIKE TO AUTOCRAT AN EVENT....

From Baroness Lady Genievieve de'Charbonneau*

Thinking you'd like to try and autocrat an event? Remember to ask lots of questions, think about the last "special" event that you went to and really enjoyed. What made it special? What type of event do you want to run? What is your "theme"? Does this need to be researched? Who autocrated the last local event and would they be willing to assist you as you learn?

The next thing is to find out the "Official" policies regarding SCA events. Then find out what policies your local group has regarding events and proposals. Bhakail use to have a policy of formal event bids, which are due in January for the upcoming year.

Then organize, plan and survey potential sites. You need to dress nicely and be prepared to give the general speech about the SCA to the potential places you are investigating. What follows is the general discourse that I use for explaining the SCA, and it's types of events. Periodically, there is a request for proof of non-profit status and for proof of insurance. These can be obtained through your local seneschal.

Society for Creative Anachronism, Inc.

Organizational overview:

Chartered as a non-profit educational recreational organization that teaches education through hands on experiences and re-creation. The time period that it encompasses is the loosely the Fall of Rome (650 AD to 1650 AD), limited to Western Europe but not necessarily exclusive of the world community. The aim is recreate the best things of those time periods. This re-creation is achieved through a variety of methods and research techniques.

As a non-profit group and organization, we share our acquired knowledge in a variety of ways, through public demo's and by holding events. These events can range from the simple fun filled social gatherings, to medieval courts, to tourneys, to a formal schola of classes and workshops.

Under this proposal we are considering available sites and accessing their suitability for two different types of events.

Members Events:

Event Type I (General): Single Day event

- ❖ A single day event usually between the hours of 8:00 am till 11:00 pm, inclusive of a prepared medieval feast to be prepared and served in the evening.
- ❖ General schedule allows for set-up between 8:00 and 10:00 am - opens the event.
- ❖ Closedown and clean-up 10:00 - 11:00 pm.
- ❖ Attendance estimate numbers between 60 to 100 people.

‡ **General activities** may include any combination of the following activities (dependant upon site environs, suitability, site permission and/or county restrictions and weather):

- ❖ Music and dancing
- ❖ Drumming
- ❖ Mummers
- ❖ Juggling
- ❖ Heraldic display
- ❖ Various crafts in progress
- ❖ Various workshops on selected topics
- ❖ Archery
- ❖ Fencing
- ❖ Storytelling
- ❖ Medieval recreation fighting.

The group's designated site coordinator organizes (i.e. Knight Marshall, Archery Captain, etc.) all activities. Specific activities such as archery, fencing and medieval re-creation are conducted and supervised by qualified and certified people as covered under our insurance rider.

Evening feast is prepared by volunteers and is coordinated by a designated chef in charge of the kitchen. The group sponsoring this event is responsible for the entire site as well as the kitchen's cleanliness after the event has ended. In events where kitchen facilities are unavailable or deemed untenable, other options may include but are not limited to the use of existing barbecue grills and picnic facilities and/or visits to the local restraints.

Site and Hall restrictions are pre-determined at the time of negotiation of the rental contract. Such as evening lighting options: Candles with open flames, enclosed flames, or no flames. As well as alcohol restrictions: Alcohol permissible; only wine and beer limited to the hall; only that which is purchased on site; or none permitted.

Event Type II (General): Weekend Camping event

- ❖ A weekend event usually between the hours of Friday night 6:00 pm till 5:00 pm Sunday
- ❖ With the option of a prepared medieval feast to be prepared and served in the Saturday evening.
- ❖ General schedule allows for set-up between 6:00 and 8:00 and 8:00 - opens the event.
- ❖ Closedown and clean-up Sunday 4:00 - 6:00 pm.
- ❖ Attendance estimates 80 to 200 people.

General activities – See previous‡

Camping restrictions are determined by contract and include designation of camping areas and/or cabin space as available. Fire restrictions such as no ground fire, fires limited to designated restricted areas.

Proof of Non-profit Status and Proof of Liability Insurance:

Proof of non-profit status may be procured upon request through our local group Seneschal and Exchequer. You will need this for making purchase for the event.

This is also helpful when approaching corporations for donations or discounted prices under the non-profit quid pro quo sections of the not-for-profit statutes of the United States. You should review this portion of the statutes as you may be required to provide receipt for servers under the IRS codes. If you are unsure how to proceed please speak to a development officer who has real-world experience in this matter.

Certification and validation of Liability Insurance takes longer get and currently has a fee structure. It is made through our corporate office in Milpitas California. Insurance policy is held by XYZ Company.

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So, you found several sites, what's next? It's time to check it out. Make an appointment to review the site and bring along several people who will be working with you. It is especially helpful if you bring the cook. As they will be doing some pretty strenuous work and they should know the conditions. Even if the site is really bad (or just plain terrible), be polite, sometimes you can get leads for other sites.

I've used this form for over ten years and found it extremely useful for evaluating sites. It's pretty straightforward. After you evaluate several sites, fill out the forms. It is a good policy to send a copy to your local seneschal for their local database of sites. It also helps avoid duplication of effort. After that Plan, Plan, Plan.

SITE EVALUATION FORM

Site Name:

Address:

Phone: _Day ()

Evening ()

Site Contact Person's Name:

Address:

Phone: _Day ()

Evening ()

Best time reached:

Person's name/phone and date that conducted the survey:

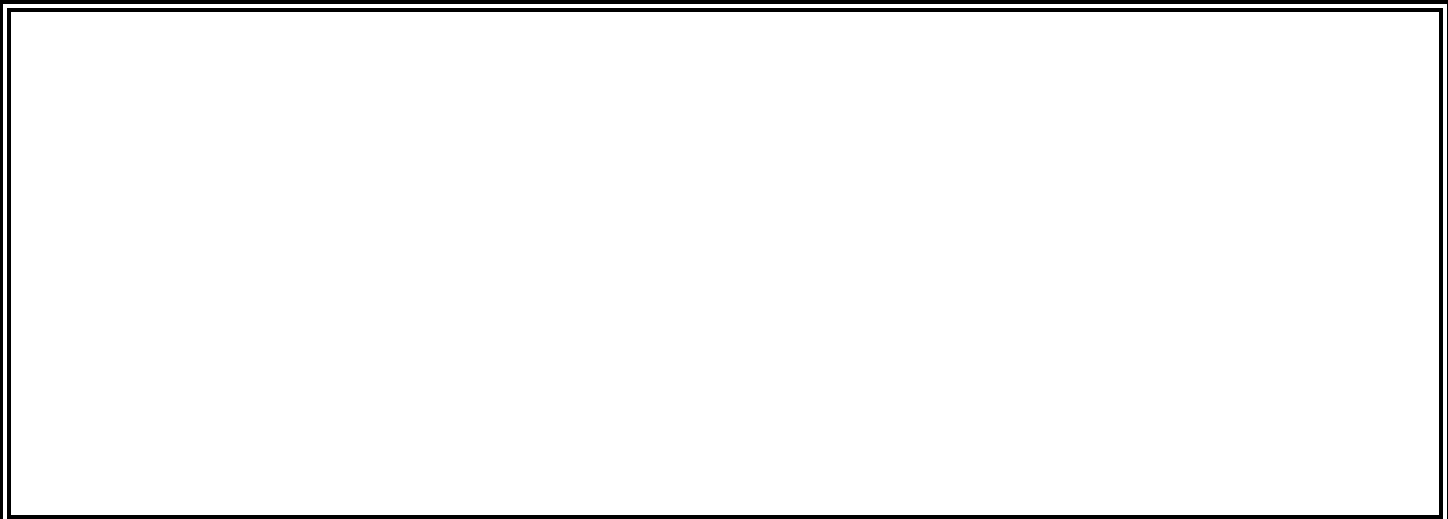
Nearest Hospital (Name/phone #):

Nearest Firehouse (phone #):

Accessibility: Buses Trains Major Roads Handicapped

Total rental cost:		Deposit:	
Return of Deposit Conditions:			
Extra rooms: available: Y or N N/A		sizes:?	
cost?:		how many rooms?:	
Use of surrounding grounds/fields: Y or N		sizes?:	
		cost?:	
ADDITIONAL SERVICES/COSTS:			
Sexton/grounds keeper: Y or N	Cost:	Bartender	Cost:
Chairs/tables: Y or N		Rental number:	Cost:
Heat/air conditioning: Y or N	cost:	Trash Removal: Y or N	
Use of Phone or Public Phone Availability: Y or N	cost:	Parking Facilities: Y or N	
ACTIVITIES			
Permission for fighting? Y or N Inside? Outside?			
Permission for fencing? Y or N Inside? Outside?			
Permission for archery? Y or N Inside? Outside?			

FEAST HALL -Layout:



Hall Size:	Maximum capacity:
	Maximum seating capacity:
Earliest site opens:	Latest site closes:
Bathrooms: Y or N	Number Bathrooms:
	Capacity:
Number Tables:	Sizes:
	Round or standard:
Number of chairs:	Rental needed?:
Permission to hang Banners: Y or N	Restrictions:
Number of Electrical Outlets:	Locations:
STAGE	
Stage: Y or N N/A	Permission to use: Y or N
Stage size: n/a	Use of Sound System: Y or N N/A
LIGHTING/CANDLES	
Open Flame: Y or N	Enclosed Flame: Y or N
Oil Lamps: Y or N	None permitted:
Number of Fire Extinguisher:	Locations:
ALCOHOL	
None Permitted (Dry):	Wine and Beer Permitted (Damp):
Open Bar Only Permitted: n/a	Alcohol permitted (Wet):
FIREPLACE/FIRE PITS	
Use?: Y or N	No:
Firewood Available?: Y or N	Firewood Scavenged?: Y or N

KITCHEN LAYOUT:

Kitchen Size:	Kitchen No:	Max. Capacity:
Earliest kitchen opens:		Latest kitchen closes:
Access the night before for pre-prep: Y or N		
No. of Prep Tables:		No. of Electrical Outlets:
STOVES/RANGES - FUEL:		
Gas: Y or N No:		Electric: Y or N No:
Propane: Y or N No:		Wood: Y or N No:
Propane fuel provided: Y or N		Wood Fuel provided: Y or N
No. of Fire Extinguisher:		
WORKING OVEN TYPES/NUMBERS		
No. of working burners: large small		
Standard ranges: Y or N		Commercial Range: Y or N
Ovens: No: Sizes:		
Standard oven : Y or N No:		Commercial oven: Y or N No:
Double oven: Y or N No:		Convection oven: Y or N No:
Pizza oven: Y or N No:		Pizza Paddle: Y or N No:
Exhaust fans: Y or N No:		Grill: Y or N No:
REFRIGERATORS		
Permission to use: Y or N		No:
Standard or Industrial Y or N		Access the night before for storage of pre-prep: Y or N
SINKS		
Number: Single: Double:		
OTHER EQUIPMENT		
Standard dish washer: Y or N		Industrial dish washer: Y or N
Microwave: Y or N		Coffee Maker: Y or N
Mixer: Y or N		Food Processor: Y or N
Nearest Supermarket to get fuel/ice:		

CAMPING FACILITIES

Total rental cost:		Deposit:	
Minimum/Maximum campers allowed:			
Return of Deposit Conditions:			
Use of surrounding grounds/fields: Y or N		sizes:	
		cost:	
SERVICES/COSTS:			
Bathrooms: Y or N	No:	Port-a-pottys:	Cost:
Running Water: Y or N	Showers: Y or N	Electricity: Y or N	Cost:
Heat/air conditioning: Y or N	cost: n/a	Trash Removal: Y or N	
Use of Phone: Y or N	cost:	Parking Facilities: Y or N	
CAMPING AREAS			
Fields Size:	Platform tents: Y or N	No:	Sizes:
A-Frames: Y or N	No:	Sizes:	
Cabins: Y or N	No:	Sizes:	Extra Charge:
Capacity:			
Beds: Y or N	No:	Type:	Mattresses: Y or N
Showers in cabin? Y or N		Bathrooms in the cabin? Y or N	
Kitchen or efficiency: Y or N		Electricity: Y or N	
Heat: Y or N		Electrical Outlet: Y or N	
Working Fireplace: Y or N		Permission for use: Y or N	
Wood Fuel Available: Y or N		Extinguisher nearby: Y or N	
GENERAL			
Permission for Fight: Y or N		Permission for Fencing: Y or N	
Permission for Archery: Y or N		Ranges Available: Y or N	
Permission for Merchants: Y or N			
Fire status: Y or N Rings:		Open Pits:	
Wood Fuel Availability:		Foraging: Y or N	

GENERAL MISCELLANEOUS

Nearby supermarkets: Y or N

Name and Locations:

Nearby Lodging:
Y or N

Name and Locations:

Nearby diner/fast food: Y or N

Names and Locations:

NOTES:

References for articles:

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ⁱ* *The Barony of Bhakail's Pages Handbook, is published for the Society for Creative Anachronism, Inc. (SCA). This is available through the Baroness Genievue de'Charbonneau, (aka. Michelle Gabrielle Isabeau Elinsky) and as such is copy written. Copyright © 1990, 1992, 1994, 1996, 1999, 2001, 2002*
