

# AUTOCRATING 101

## So you want to Autocrat an Event

The purpose of this handout is to give you a guide and the basic requirements and concerns of autocrating an event in the SCA. It is designed as a checklist to help you step by step, please feel free to distribute it as you deem appropriate. I have compiled most of this information from years of autocrating events, information I received from others before me, and various SCA sources. I have included a list of other valuable sources of information on this subject at the end of this handout. I hope that you find this a useful tool and look forward to your feedback.

Ever in Service to the Dream, Dame Karis Jessica Pursey

### I. THE EVENT BID PROCESS:

#### A. Determine the event **Type and theme**:

- Tournament
- Feast
- Academy

#### B. Determine the event **Level**:

- Tier 1**: Any event where official business such as the presentation of awards is to be conducted.
  - 1) Must submit a **Kingdom Event Information** form
  - 2) Must submit a **Date Reservation** form
  - 3) Must provide Site copy which includes:
    - a) The event name
    - b) The event dates
    - c) The sponsoring branch name
    - d) The event location (City/County/State)
    - e) The event autocrat name & contact information
    - f) Site info including, address, site hours and site fees
    - g) Directions to the event
- Tier 2**: Events not requiring official business (no awards presented)

#### C. Determine the event **Format & length**:

- Weekend camping event
- Holiday camping event
- Extended camping event ( such as a large interkingdom event)
- Weekend indoor event
- Day only indoor event

#### D. Determine the event **Date(s)**: Check your desired date(s) for availability against:

- Your local branch calendar
- Your region or Principality calendar
- The Kingdom calendar

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### I. THE EVENT BID PROCESS: (continued)

E. Determine the event **Site**: Evaluate all possible sites for the following:

- Size requirements that best suite your event format and length
- Fees including: rental fees, security deposits, extra fees
- Immenities such as water, trash, electricity
- Restrictions such as overnite usage, fires, parking
- Location and access
- Availability
- Noise restrictions
- Storage capabilities

F. Determine the event **Staff & Responsibilities**: Evaluate staff needs and responsibilities based on the event format/theme.

- |   |   |
|---|---|
| <input type="checkbox"/> Autocrat             | <input type="checkbox"/> Gate/Exchequor                                     |
| <input type="checkbox"/> Merchant coordinator | <input type="checkbox"/> Marshall ( heavy, archery, rapier, thrown weapons) |
| <input type="checkbox"/> Constable            | <input type="checkbox"/> Herald   |
| <input type="checkbox"/> Waterbearer          | <input type="checkbox"/> Chirurgeon   |
| <input type="checkbox"/> Chatellaine          | <input type="checkbox"/> Pied Piper (Children's activity coordinator)       |
| <input type="checkbox"/> Arts/Sciences        | <input type="checkbox"/> Class Coordinator                                  |
| <input type="checkbox"/> Parking              | <input type="checkbox"/> Special Needs coordinator                          |
| <input type="checkbox"/> Set-up & Clean-up    |   |

G. Determine the event **Activities & Schedule**: Remember stay flexible with any schedule

- Consider time needed for site set-up
- Consider time needed for site clean-up
- Determine site opening & closing times
- Determine activities to be conducted including:
  - a) Courts
  - b) Tournaments
  - c) Lists sign-up
  - d) Competitions
  - e) Classes
  - f) Feast
- Determine any meetings necessary (i.e. peerage, royalty, officer's)

Once you have determine all of the previous information prepare a formal event bid to present at your local branch or sponsor business meeting. Be prepared to show proof of membership if you plan to act as the Autocrat of the event.

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Once your local branch or sponsor approves your event bid you are ready to begin with all Pre-event planning. Most of the work has already been done in the Event Bid process. This step is your opportunity to fine-tune the ideas you presented in your bid and prepare for the event.

### II. PRE-EVENT PLANNING:

- A. Complete the event **Budget**: All budgets should include the following information:
- Projected income from site fees
  - Site rental fees & deposits
  - Projected Expenses such as:
    - Equipment rental fees
    - Postage, printing & publication fees
    - General Supply fees
    - Food expenses
- B. Complete all necessary event **Forms**: All forms must be signed by the local or sponsoring branch Seneschal and submitted to the appropriate Kingdom officer.
- Kingdom Event Information** – submit to the current Kingdom calendar officer
  - Date Reservation** – submit to the current Kingdom calendar officer; this form is what secures your event date on the Kingdom calendar.
- C. Attend all local or sponsoring branch business meetings or send a deputy in your place
- Report event progress
  - Request any necessary funds approved through the budget
  - Obtain approval for any expenses not approved through the budget
- D. Schedule any necessary staff meetings:
- Announce staff (team) members
  - Clarify responsibilities & expectations of staff members
  - Encourage staff & offer your support
  - Be prepared to solve any problems or issues
- E. Prepare and submit necessary publications:
- Site copy for the Kingdom newsletter must include all required information (see Event Bid Process Tier 1 section)
  - Site handouts (if necessary) should include:
    - a) Site rules/regulations
    - b) Event activities/schedules
    - c) Information about site amenities & facilities
    - d) Information about local services
    - e) An event map indicating location of activities, amenities & facilities
  - Mundane flyers &/or articles:
    - a) Include mundane contact information for Autocrat
    - b) Include pertinent information in clear & concise mundane format

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### II. PRE-EVENT PLANNING: (Continued)

- F. Review event plan & finalize planning
  - O Confirm site is secured:
    - a) Contract is complete and signed
    - b) Rental fees are correct and paid if required prior to the event
    - c) Security deposits are paid
    - d) Any necessary preparation such as mowing, etc is complete
  - O Confirm amenities:
    - a) Verify all ordered amenities such as trash, biffies, water, etc.
    - b) Is the order correct
    - c) Verify delivery & pick-up times
  - O Review site requirements with the site manager or owner:
    - a) Verify noise requirements
    - b) Verify any unforeseen issues such as fire danger levels
    - c) Obtain keys to the site if necessary & confirm arrival site for set-up
  - O Review responsibilities & needs of staff:
    - a) Are all assigned pre-event tasks complete
    - b) Any last minute needs or concerns
    - c) All necessary equipment is available
  - O Arrange for equipment & transportation to site:
    - a) What equipment is needed for the event (pavillions, eric ropes, signs, tables, etc.)
    - b) What type of transportation is required to get the equipment to & from the site
    - c) Who will be responsible for transporting equipment in a timely manner to & from the site
  - O Obtain necessary supplies for the event:
    - a) Coordinate gate cash with the local or sponsoring branch Exchequor
    - b) Obtain site tokens (note: site tokens are not required for any event)
    - c) Pick up site handouts, forms or publications from the copier if necessary
  - O Organize yourself & your schedule:
    - a) Have all tasks finalized no later than 1 day prior to the event
    - b) Allow yourself time to pack your personal gear
    - c) Get a good nights sleep the night before the event.
    - d) Avoid, if at all possible, any last minute projects that are not absolutely necessary to the success of the event.

### III. AT THE EVENT:

- A. Be the first to arrive on site & the last to leave site
- B. Remember that you are only human & that you are not alone if you are prepared
- C. Be flexible, understanding, and prepared to cover anything that might come up
- D. Remember that you are the leader & that people will look to you for support & guidance  
Be humble, honorable & courteous.
- E. Try to keep to the planned schedule but again be flexible, you may not be in control.
- F. Don't forget to breathe, & have fun. We want you to enjoy this & maybe do it again!!!