

PRINCIPAL RETAINER'S CHECKLIST

GEAR CHECKLIST

- Do you have the baldrics for all the retainers? _____ Is the feastgear present and all accounted for? _____
- Do you have the Lady-in-Waiting basket? _____ Is everything that should be in it in it? _____
- Does HRH Finn have his hat? _____ Is all the armor packed? _____

TO DO CHECKLIST

- Make sure initial royal presence is set up right away (preferably before TRH arrive or ASAP after that). _____
(Richard Ealdwulf will supervise this if he is present; if not, it's your responsibility.)
- Make sure WATER and ICE are at the royal presence, in the Royalty Room and in court. _____
- Make sure thrones and other sanctum gear are where they should be, WHEN they should be. _____
(Richard Ealdwulf will supervise this if he is present; if not, it's your responsibility.)
- Make sure HRH Finn's armor is unpacked and set up. Make sure he is watered and attended regularly _____
when he is participating in some martial activity (of *any* kind).
- Double-check event schedule with autocrat in case there have been last-minute changes. _____
- Arrange with autocrat for at least one interested new local person to attend in court. _____
- Make contact with event signet and with herald-in-charge. Put them in contact with Pale Herald. _____
- Make sure HRH Tamara is attended by at least TWO ladies at all times. The lady-in-waiting _____
basket has to go with her everywhere (even to the restroom) and it can get heavy. Spelling each
other in carrying it keeps everyone a bit happier.
- Record the event, the SCA & modern name, address, phone number & e-mail ALONG WITH _____
a description of all gifts given to TRH. Clarify if it is a personal gift or for the regalia.
- Check late in day to make sure feast is on time. _____
- Make sure HRH Finn's armor is packed up. _____
- Find the persons TRH want to attend at head table and invite. (Two spare set-ups are in the gear.) _____
- Set up feastgear at head table before feast, and wash up and repack feastgear after feast. _____
- Double-check where and when court will be, and where the line-up will be assembling. _____
- Double-check that all scrolls, tokens and other miscellaneous items required are present at court. _____
- Make sure that all of the regalia and personnel gear of TRH is packed and put back into vehicles. _____
- Thank all other retainers for their presence and assistance. _____
- Breathe. _____