

# **Northshield Kingdom Arts and Sciences Open Divisional and Triathlon Tourney Event Timeline and Handbook**

Purpose of Handbook:

This is a timeline and checklist to prepare, organize, and run the Kingdom A&S event held the second weekend of February. This timeline was developed after reviewing and talking to many Known world kingdom KMOAS, entrants and judges involved in arts and sciences events, and the experiences running the Kingdom Arts and Sciences Divisional and Triathlon Tourney event 2015 & 2016. It is not mandatory to use this handbook but it is suggested. Some of the information included was used with permission from Calontir.

Katerina Unru

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## **General Site Requirements**

This event should have responsibilities split between the KMOAS as the event steward and the site steward overseeing site duties. It is done this way in other kingdoms and I would encourage the same for this kingdom.

- One large room (size of a gym) and many tables and chairs is required or alternatively 5 rooms for divisional and 1-2 rooms for triathlon entrants and many tables and chairs. The event in 2015 was in a school and the event in 2016 was in a church and both were set up with many divisional rooms and triathlon room but I have also seen successful Kingdom A&S events with all entries in one large room such as a gym.

-Try to find a site allowing alcoholic beverages on site (entrants for tasting purposes by judges.) If you cannot then you must provide in your bid either notice that alcoholic beverages will not be allowed, or that you will provide an off-site place nearby for judging those entries.

-You need a large area for not only running the Troll table but also the Entrant Check-in table and the Judge's Check-in table. A good idea would be to set up the Entrant and Judge check-in tables far away from the entry doors so people may stand in line without blocking the doorway in and out for others who may be carrying in their entries after checking in. I would encourage 2 people running entrant table, and 2 people running judges table in the morning hours. Once the sessions have begun 1 for judge/entrant table is adequate.

-I would encourage a commons rooms to have an informal artisan's row or a space to socialize. I would not encourage formal classes with times as this can pull away your judges and makes it very difficult for the scheduler to schedule around formal classes. Many Kingdoms encouraged "not" having formal classes with specific times.

-The site should allow access to electrical outlets for some entries (backlighting for stained glass entries, cooks to plug in crock pots, etc.)

-Plan on roughly 1 – 8 foot long table for every three entrants and 1 8 foot table for each triathlon entry. Make sure you provide enough room to walk in front of the tables and chairs when said chairs are filled with people using them. You will need enough chairs for 3 judges and 1 entrant.

- Between 35-55 items (entry items not entrants) will enter Kingdom Arts and Sciences Divisional and Triathlon depending on where it is held in kingdom.
- You need to allow room for free standing displays (wood furniture or dress forms.)
- You also need room for vocal and dance performances. This may be a separate room or the same room. If the performance is in the same room I would encourage an optional partition if entry prefers it.
- You need a room/s for use as a royalty room for Their Royal Majesties/and or Royal Highnesses
- You may need a room for use as a judges respite room.
- You will need a tally room
- Bathrooms must be large enough to change in.
- The site **MUST BE Handicap/Wheelchair ACCESSIBLE.**

OPTIONAL Items: Coffee and hot water for tea for judges. (Strongly recommended!)

- A lunchtime Inn with reasonably priced items. (if running an inn – you should plan on feeding roughly two to three times the number of entrants signed up. So, 80 entrants would equal roughly 160 to 240 people who need to be fed. 80 entrants plus roughly the same number of judges, plus family members and friends, your support staff
- Snacks for judges. (Recommended.)
- Maps to nearby places to eat – fast food, buffet, and sit-down restaurants.
- Permission to hang flags and banners to give the place a more medieval feel. (Recommended.)
- Permission to hang schedule – displaying judge/entrant master schedule for the day. (Strongly recommended.)

## **Site Sponsoring Group Duties:**

### **One Year in Advance**

Submit the event/site bid.

Once the bid is accepted – get a signed contract with the site.

#### **Confirm (in writing) the following with the site:**

\*When you may open the doors.

\*When you have to close the doors.

\*Who is responsible for setting up and taking down the tables and chairs

\*Who is responsible for cleanup (some sites require their own janitorial service clean up. We'll still do most of the work but they may sweep/mop the floors.)

\*Who will unlock/lock up (some sites require their own personnel to do this, others tell you to come by the day before and pick up a key.)

\*Local group running an Inn. This is an optional item as the local group does not have to provide an Inn. There have been A&S Events with and A & S Events without.

\*There is plenty of free parking nearby. We don't want our entrants or judges to park half a mile away and carry their entries into the event.

Send event info to the Event information officer and to the Social Media deputy to place the event on the Kingdom's official calendar of events and as a social media event. Double check the information on the website is correct.

The site steward does not have to provide people for the judge recruiters, the judge coordinator, or the scheduler as the Kingdom A&S Minister will provide this.

## **Six Months in Advance Site Requirements**

The group website for the event goes up and be sure a link is provided from the group website to the kingdom calendar.

Also, confirm the event is on the Northshield event calendar and on social media as an event.

Double-check with the site that you are still on their books. Reservations have been misplaced in the past especially when there is turnover in personnel who are responsible for booking the site.

Decide what prizes will be given to the divisional winners as well as the triathlon winner.

Start getting your event flyer put together. You need to submit this at least three months in advance to the Northwatch and it should appear at least one-two months running. One month is free with Northwatch, the 2<sup>nd</sup> running there is a charge. I would encourage the site to set out flyers at events 6 months out. Coronation, Crown, SUN, and 12<sup>th</sup> night are large events and great events to hand out flyers. I would also encourage the KMOAS or site stewards to make an announcement about the event at SUN.

Start announcing on the various e-lists about this great upcoming event. Facebook groups: Northshield, Northshield Arts and Sciences, Event page, Baronies, Shires, Laurel lists, Northshield Hall, etc. If looking for judges I would also encourage sending out notifications to neighboring Kingdoms Calontir and Midrealm

Talk it up to your friends. On the Internet. At events. In a word – Advertise! Start Early. Don't depend on the judge recruiters, the judge coordinator, the scheduler, or the Kingdom A&S officer to do this for you. It is your event – you need to advertise it!

### **Three Months in Advance Site requirements**

First flyer goes into the Northwatch. This flyer should contain not only the basic event info but also include address (street and email) and a link where entrants may register their entry signups and potential judges may register.

Ask presiding royalty if they would like a laurel meeting at the event and if they would also like to have a princess prize/ queen's prize given to the entry of their choice.

### **Two Months in Advance Site requirements**

Second/last flyer goes into the Northwatch.

Start signing up your people to work at Troll, open/close the site, a herald to announce session beginnings, ending, and 5min. before ending, and people to run lunch inn (if provided).

Start making the Populace Token Holders. These holders are used to hold tokens from the populace (ranging from beads to candy to buttons, ect). They should be roughly a four inch square about two inches in height. These items may be made of paper, pottery, fabric. It doesn't matter. There should be approximately 50 made with provision for more to be made as time gets closer and you see if the number of entrants is going to go over that amount. I would encourage the holders to be given to the entrants to take home. The first year 2015 little paper bags were made with stenciled numbers so it doubled as a token holder and a table marker (entry number stenciled to be seen on both sides).

Start making site tokens for populace/judges/populace at troll.

## **1 month-Two Weeks in Advance Site requirements**

Prepare at least 40-50 entry packets in advance and 80 judge packets in advance. The initial packet prep can be done before the site has the entrant and judge names. This should be done in advance as printing/copying the paperwork can take considerable time depending on the printer/copier you use. It should not wait until the last week or even the night before unless you like going without sleep. I would encourage at least 3 people assigned to just to stuff the packets with required information all in one evening together. Have one lead person overseeing this and to ensure it is done consistently.

The highlighted schedule in the packets and labels on the packets can be added the week of the event. You can print the labels in advance but I wouldn't suggest applying them to the packet until the week of the event as judges and entrants cancel the week of the event.

### **Entrant packets:**

#### **Inside:**

- 1) Northshield Arts and Sciences Scoring Sheet
- 2) Comment form
- 3) Judge Question Suggestions form
- 4) Schedule with highlight of the entrants (added the week of the event)
- 5) pencil

The entrant will need the amount of scoring sheets and comment forms as their entries (3 for triathlon, 1 for divisional)

#### **On front of entrants packet: (added the week of the event)**

- 1) Name of entrant
- 2) Division number or Triathlon
- 3) Session number & Session Time
- 4) Entry number
- 5) Entry Description
- 6) List of judge/judges (put this last as it may change)



## **Judge packets:**

### **Inside:**

- 1) Judging A&S competitions
- 2) Judge Question Suggestions form
- 3) Schedule with highlight of entrants judging (added the week of the event)
- 4) Thank you notes for each judge
- 5) pencil

### **On front of Judge packet: (added the week of the event)**

- 1) Name of Judge
- 2) Name of the entrant/entrants
- 3) Session number & Session Time
- 4) Entry/entries number
- 5) Entry/entries description

Alternatively the judge packet can instead consist of labels showing time/division/triathlon/entrant name on a 3x5 card with judge's name at the top (great option for judges stepping in to judge when a judge doesn't show)

### **Name Tents (recommended)**

Get listing of entrants from the KMOAS and start making the name tents. These tents are to be roughly an 8 & 1/2 by 11 inch sheet of paper folded in half. The first name of the entrant should have letters that are 2 inches high with the rest of the name appearing below it. Keep in mind some entrants may drop out and you may not use their name tents but still prepare in advance.

Make any additional populace token holders if needed.

### **Entrant # signs**

Start making entrant # signs for the tables. Make sure they can be viewed from both sides and are not confusing

Make final preparations for the Inn (if running one.)

Prepare site maps, dining out maps, and post reveal maps.

Prepare sign in sheets for Troll check-in

Check with the KMOAS about day of time lines. Schedule Lunch around when the judging breaks for lunch.

### **Week of Site requirements**

*The schedule may change quite a bit the last week* so be prepared to work with the new schedule. The Tuesday before the event I would prepare the printed labels for the packets for the entrants and judges packets. There will be packets that may need to be pulled as a judge or entrant may drop last minute or a label may need to be reprinted/rewritten. Make sure specific session number and times are on the outside of the packet on the label and highlight the entrant and/or judge on the schedule and place the highlighted copy inside of the packet (include the session number as well as the time in case there is a delay in the start of the event and everything has to shift)

I would have at least 2 people assigned just to the packet changes the last week as it can be time consuming and stressful the week before with the changes. There needs to be constant communication with the scheduler/judge coordinator/KMOAS and the KMOAS/site steward the week of the event. Be prepared for changes and drop outs of both judges and entrants. (I had one person walk up to me 1 min. before my judge presentation to cancel). All kingdoms go through these changes the last week as people have deaths in the family, fires, sickness, work obligations...in other words life happens and it can't be prevented.

### **Night before site requirements**

Set up and clearly identify the Troll, Entrants, and Judges tables. Tape a master "general" schedule of the day on the troll table as well as copies of the general schedule to hand out for the populace. It is essential to have copies of the general schedule so participants know when sessions are, lunch, meetings, and court.

Tape a general schedule of the day on each the entrant and the judge table and also tape a large entrants/judges schedule on each table (provided by scheduler). Make sure this is a **very** updated entrant/judge schedule and make changes on the judge/entrant schedule as they occur. One idea is to have two markers of different colors. One to mark those who aren't coming. One to mark those entrants whom have checked in. These should be see-through or hi-lighter colors.

Please update any other judge/entrant schedules that may be on the wall as well, etc.

Have an alphabetical list of the entrants at the entrant table and an alphabetical list of the judges at the judges table and check them off as they sign in/pick up their packets. Notify the judge coordinator/KMOAS which entrants and judges did not pick up their packets.

Set up display tables for people that want to display additional items

Clearly identify the divisional and triathlon rooms

Hang any banners.

Clearly label the Royalty room for TRM's and TRH's.

Clearly label the Tally room and Judges Respite room (if judge room available).

Hang a very recent and large (the Friday before the event copy) Judges and Entrants schedule (provided by the Scheduler) on a wall. Be sure to make any changes as they happen.

Be sure to have bills and change for the money box at troll.

Bring extra copies of the Kingdom criteria, score sheets, comment sheets, judge thank you cards, etc.

### **Day Of Site requirements**

Ensure signage (road signs) are in place an hour before the general populace is supposed to be there.

Ensure signage (pointing to troll) is in place an hour before the general populace is to arrive.

Get there at least an hour before the doors open to the general populace.

Run Troll, Judges, and Entrant tables

## **Lunch Inn**

An inn at Kingdom A & S Divisional and Triathlon is not necessary. (Especially if there are fast food and buffet type restaurants located within six blocks of the site).

However, if you choose to do an inn please keep in mind the following:

Entrants and Judges will not be bringing their feast gear, so you will have to factor in the cost of styro-foam plates, bowls, cups, napkins and plastic silverware into your meal costs.

The inn should cover the lunch hour(s) and at least one-half hour before and after the official lunch hour – talk to the KMOAS about when this will be.

The inn should prepare food to feed the number of entrants times 2-3. So if we have 50 entrants we would prepare food for 100-150 people. This should be enough to cover the staff, judges, entrants, royalty, retinue, and populace.

Please allow for more than one serving for some individuals. If you do brats and hot dogs – know that at least a third of the individuals will want two on their plate. So, you would need at least 260 brats/hot dogs under the scenario presented above.

You need to provide a place for them to sit and eat at tables and chairs. Standing will only create a lot of messes to clean up. Eating at the display tables should be considered a major no-no! And having them sit on the floor means there will be crumbs and spills to cleanup.

Vegetarian/gluten free fare should also be considered. And plain food that will appeal to children.

## **KMOAS event steward duties**

The KMOAS is responsible for running the arts and science competition portion of the event and to oversee the site responsibilities are carried out. There needs to be constant communication between the KMOAS and the site steward and the KMOAS/site recruiters/judge coordinator/scheduler. I would encourage the KMOAS and the site steward to advertise the event as much as possible with different groups.

In the previous 2 events the KMOAS recruited entrants, judges, and was the judge coordinator as well for one event as the judge recruiter/judge

coordinator wasn't able to help at the last minute. Make sure you have several reliable people agreed to help you (not in the competition) so that if your judge coordinator cancels at the last minute you have back-ups. I would suggest 3 reliable judge recruiters from different portions of the kingdom and 2 judge coordinators (one as an emergency). If at the 6 week timeline the recruiters or judge coordinators are not helping you, you need to find others that can help you. If not the duties fall on the shoulders of the KMOAS.

The event can have display items with commentary/advisors but it was found they need to be part of the schedule to coordinate advisors for them.

### **2 weeks KMOAS duties**

KMOAS needs to send the research papers to the judges to read in advance

### **Day of KMOAS duties**

Prepare your judge and entrant presentation and end of day thank you and award presentation in advance. Be prepared to step in in case there is a conflict or help is needed throughout the day. The morning is very busy.

### **After the event KMOAS duties**

Send out Thank yous on social media, Northshield Hall, Northwatch after the event and post pictures of the winner of each division, triathlon, princess or queen prize to the event page on social media, etc.

Get together with the site steward/judge recruiter/judge coordinator/scheduler and have a "post mortem" review for the event

Send in the Event report within 30 days

## **Judge Recruiters Duties Three/Four Months Before**

Get with the Judge Coordinator and KMOAS to start lining up judges. The judge coordinator and the KMOAS receive the registrations of the entrants and judges and can give the recruiters a list. The event will probably have costuming, cooking, research, and weaving entries as those items were entries in both the 2015/2016 years. It is the armor, woodworking, musical instruments, performance based entries, etc. that may or may not be entered.

There needs to be 3 judges for every entry. So for example: a triathlon entry would need 9 judges and a divisional entry would need 3. I would encourage the KMOAS, judge coordinator, and judge recruiters to all personally talk to people to judge as well as asking for judges by advertising.

### **Judge Coordinator Duties**

The judge coordination can be done by the KMOAS or by a separate person. The judge coordinator takes the registrations sent to them from the entrants and judges registrations and coordinates them according to the entry subject. Make it clear to the entrants and judges they need to state in advance which people that they cannot judge/be judged by because of conflict. Ex: husband, apprentice, household members, etc. I would not encourage the judge coordinator to schedule more than 4 entries for one judge as it can be overwhelming. Overall, try to find as many judges as possible because if you sign one judge up for 4 entries and they cancel the last week it can be very difficult and time consuming to adjust the schedule. If you keep the judges to 2 entries it is not nearly as difficult to adjust things if needed.

Some entries may require judges from multiple disciplines to provide appropriate feedback to the entrant. Email judges (if possible) about changes in their schedule.

### **Scheduler Duties**

The scheduler takes the judge and entry combinations and makes a schedule of the sessions. More sessions are easier for the scheduler and judges that are not entrants make scheduling easier as well. Key is to find judges that are not entrants if possible. The scheduler puts the schedule on an excel spreadsheet (it is convenient to have several combinations of the schedule: 1) by sessions of the day 2) by entrants 3) by judges)

It is highly recommended that you have a printer at the site that is capable of printing the criteria and any additional paperwork that may be needed.

The Scheduler duties are not time-consuming until the last week before an event.

A completed schedule deadline of 2 weeks before the event should be planned so the schedule can be given to the populace and changes are made as needed.

## **Scheduler Week Of**

Look at your initial schedules and cross-check them against the entrants and judges list.

Is every entrant on the list?

Are the judges listed on the entrants list the same as are listed on the judges /entrants list? IE: if Susie is being judged in slot 5 by Jack, does Jack have Susie listed in slot 5 to be judged by him?

This is the week when entrants and judges will let you know that they can't make it and/or are/are not sending their entries. Mark the excel spreadsheet indicating the cancellations and start marking them absent.

About three days before – make another pass at the whole judging/entrant times cross-listings and begin filling in for missing judges or marking empty those places where an entrant is not coming and not sending their entry.

## **Scheduler Day Of**

Have three copies of the Judge's Schedule – two to hang/post for judges to view and one for the judge's check-in table. The one for the judge's check-in table should be large enough to write in changes.

Three copies of the Entrant's Schedule – two to hang/post for entrants and one for the judge's check-in table for easy reference.

One copy of the Judges listing which contains all the categories they feel they are qualified to judge.

## **Altering the Schedule**

When you are altering the schedule the day of - you need to start at the first hour and work that one through – whether it is replacing a missing judge or moving the entire entry to a later slot on the chart due to problems encountered by the entrant.

When the first time slot has been altered – start working on the second time slot. And so on until all time slots requiring rework have been completed.

Have spare cards ready to write on them the changes to the judge's schedules

### **Tally duties**

The tally person calculates the scores given to them from the judging score sheets. The lead judge is responsible for giving the tallier the scoring sheet. The comment sheets can be given to the entrant at the end of the event.

In the future I would suggest a way to maintain records of the entries.