

The Kingdom of Northshield Arts & Sciences Event Deputy Handbook

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Introduction

This is a timeline and checklist for the Kingdom Arts & Sciences Event Deputy (KASED) to prepare, organize, and run the Kingdom A&S event usually held the second weekend of February. The A&S event handbooks for the deputy and the entrants were developed after reviewing and talking to many Known World kingdom KMOAS', entrants and judges involved in arts & science events; and after advice from Northshield gentles running the event in 2015, 2016, 2019, and 2020. It is not mandatory to use this handbook but it is recommended.

This event will have responsibilities split between the KASED acting as the activities' coordinator and the hosting group's event steward overseeing site duties.

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KMOAS
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General Requirements

- Recruit judges and entrants.
- Create and maintain a list of potential judges and their judging preferences. This list will be posted on the Kingdom A&S Facebook page so judges may be found for any and all competitions.
- Run the A&S part of the event.
- Communicate with and assist the site steward.
- Prepare schedules.
- Put together packets.
- Assist with set-up.
- Post schedules for judges, entrants, and overall.
- Solve disputes and problems.
- Tabulate scores.
- Announce in court.
- Prepare after-event report for KMOAS.
- Promote the event year-round, especially at events where there is A&S featured. Encourage individuals to consider exhibiting or entering.
Talk to potential judges.

Recruiting Judges

- The KASED is in charge of recruiting entrants, judges, and help for manning sign-in tables and other tasks, with the KMOAS as a back-up and assistant. The KASED needs to ensure there are several reliable people to help so there are back-ups for the tasks.

- There needs to be a minimum of 1 judge per entry. The more complex an entry, the more judges might be desired, up to a maximum of 3. A triathlon entry needs 3 judges, one for each entry. I would encourage recruiting judges personally as well as asking for judges by advertising.
- The short-term goal is to have enough judges for the event.
- The long-term goal is to prepare and maintain a list of judges; ultimately it will be posted on the Northshield Web site for use by all.
- Judges must make it clear which people they cannot judge for whatever reason. Examples include family members, apprentices, close friends, conflicts with, and so on.
- Judges should be limited to judging 3 separate entries.
- Assure consistency with names – use only SCA names whenever possible to avoid confusion. Use the exact same SCA name on all packets and signs, including any honorifics if desired by the person.
- Acknowledge judges quickly by email, within 1-2 days, as it is vital they know you have received their information and they are on the schedule. Ensure they know where to find the judging criteria for the entry they will be judging on the A&S page on the Kingdom Web site.
- Overall, try to find as many judges as possible because if you sign one judge up for 3 entries and they cancel the last week it can be very difficult and time consuming to adjust the schedule.
- Judges that are not entrants make scheduling easier.

- Do not assign yourself any judging duties unless it is absolutely necessary. You need to be accessible during the whole event for problem-solving and other tasks. If you do end up judging, ensure the KMOAS or another deputy is manning the sign-in table and knows where you are and when you will be back.
- If possible, recruit a couple of judges to fill in when an assigned judge cannot attend. This is a tricky thing, as you need enough back-up judges to cover as many categories as possible, but the back-up judge should be OK with not judging if their services are not needed.

Recruiting entrants

- Recruiting is done by Facebook, personal contact, through local A&S ministers, at events, and in any way that works. Emphasize that a person may enter as a display OR as a judged article. First-timers are often more comfortable just displaying their first year; it is a good way to familiarize a person with the event.
- Acknowledge entrants quickly by email, within 1-2 days, as it is vital they know you have received their information and they are on the schedule. Ensure they know where to find the judging criteria for their entry on the A&S page on the Kingdom Web site.
- Entrants must make it clear if there are any people they cannot be judged by for whatever reason. Examples include family members, apprentices, close friends, conflicts with, and so on.

- Seating/display size restrictions need to be emphasized.
- Assure consistency with names – use only SCA names whenever possible to avoid confusion. Use the exact same SCA name on all packets and signs, including any honorifics if desired by the person.

Running the event.

- The KASED is responsible for running the arts & science display and competition portions of the event and to ensure the site responsibilities are carried out. There needs to be constant communication between the KASED and the event steward.
- Conduct the judges' meeting.
- Be present at the sign-in tables.
- Ensure there is always someone manning the sign-in table after judging begins. Usually this is you and/or the KMOAS. When both of you are busy elsewhere, whoever mans the table must be able to:
 - Hand out entrants' and judges' packets to latecomers.
 - Answer general questions.
 - Know where you are so you can be found when needed.
 - Monitor the boxes receiving the judges' tally scores and the evaluation sheets.
- Judging will occur throughout the day. Each judging time slot is called a "session", and usually runs about 1 hour. Depending on how many

entrants and judges you have, there may be as many as 5 to 6 sessions during the day.

- Use your gophers for moving things around and other errands.
- Make time to walk around the display and judging areas several times during the day. Talk with entrants & judges to ensure things are going well for them.
- Decide what prizes will be given to the divisional winners as well as the overall winner and the triathlon winner.
- If a royalty-sponsored prize is to be given, ensure you are informed what entry is the winner and when the Royals will want to announce it during court. (For instance, before, during, or after your announcements.)

Communicate with and assist the event steward.

- Liaison with the event steward at least once a month until you are 1 month away from the date; then liaison with the event steward at least once a week or more.
- Assist with publicity. A LOT of publicity. Ensure the hosting group has the event listed on the Northshield Web site, the Northshield Facebook page, and in the Northwatch.

Preparing schedules

- Set up Excel spreadsheets: one for entrants, one for judges, and one showing both.
- As each entry comes in, assign it to a spot on the schedule. This could be a temporary assignment.
- As each entry comes in, give it the number of the order it was received. Fill in the seating chart matching the number with the location.
- As each judging volunteer is received, put them on a list by the category they can judge.
- Match entries and judges.
- It is convenient to have several combinations of the schedule:
 - By sessions
 - By entrants
 - By judges

Assist with set-up

- Primary work for you will be in the entrants' and judges' areas. If it is not set up correctly, actively help move things around. Participate, don't order.
- The entrants' check-in table needs:
 - At least 2 chairs.
 - The packets in alphabetical order.

- A schedule and a seating chart attached to the wall near the table.
- The judges' check-in table needs:
 - At least 2 chairs
 - The packets in alphabetical order
 - A schedule and a seating chart attached to the wall near the table.
 - Judges' thank-you gifts, if given.
- The entrants' display tables need to have a card attached to the table at each entry spot. The cards need to include:
 - Entrant name
 - Entrant number (This was given to them when the entrant initially signed up.)
 - Category
 - A short description of what the item is.

[Putting together packets](#)

Entrant packet:

On the front of the packet:

- Name of entrant and entry number
- Division
- Category & Entry description (short)

- Session # and Session time
- Name of judge(s)

Inside the packet:

- Evaluation sheets for the event and for their own experience; to be filled out by the entrant and returned to the entry table.
- Schedule with highlight of the entrant's specific times.

Sample front of entrant's packet:

Entrant: Aethelbald the Restless

1. #23

Division: Open

Category 15: Woodworking tools

Session 2, 11 am

Judge: Lord Otto Carpenter

2. #24

Division: Novice

Category 22: 10th Century German bread

Session 4, 1 pm

Judges: Lady Delicious Delights

Guy the Hungry

Judge's packet:

On the front of the packet:

- Name of judge
- Name of entrants and their numbers
- Division
- Category and Entry description(s)
- Session number & Session time

Inside:

- Judging A&S competitions handout
- Judge question suggestions form
- Northshield A&S Judging Criteria Sheet which the judge or judges will fill out and give it to the entrant to keep so the entrant has the comments. There is only one criteria sheet per entry.
- Judge's final scorecard: to be filled out by the judge or judges and returned by the judge to the entry table. There is only one scorecard per entry.
- Judge's evaluation form for the event and their experience; to be returned by the judge to the entry table.
- Schedule with highlight of the judge's specific judging time.
- Thank you note, especially if you are not able to give thank-you gifts.

Sample front of Judge's packet:

Judge: Lord Otto Carpenter

1: Lady Berengaria Rothschilde, #51

Division: Novice

Category 7: Wooden spoon

Session 1, 10 am

2. Athelbald the Restless, #23

Division: Open

Category 15: Woodworking tools

Session 2, 11 am

3. THL Miranda, #17

Division: Triathlon

Category 7: Bed frame

Session 5, 3 pm

At the check-in tables

- I would encourage having 2 people run the entrants' table and 2 people run the judges' table. Once the sessions have begun 1 person for a combined table is adequate.
- Seating/display size restrictions need to be emphasized.
- There are 2 papers per entry that will be returned to the sign-in table: The judges' score sheet and the survey forms. Have a separate container for each one. There should always be someone at the table to ensure no one sees the score sheets.

Posting schedules for judges, entrants, and overall

- Wall charts needed include a seating chart for the entrants, a general schedule of the day, and a specific schedule listing judging sessions & times.
- Seating chart: first entry pre-registered gets spot number 1, second gets spot number 2, and so on unless the entrant has a good reason for requesting a certain spot.
- At least 2 seating charts should be posted in the display areas.
- You will need to make at least 3 large schedules listing who is being judged at what time and by whom. This is a working document that will change often – you need to be flexible. The schedules will be posted on the wall in the entries' area and on the entrants' and judges' tables. Making the time slots on the schedules the same size as a small sticky note is an easy way to post corrections and changes.

- A general schedule is needed to be handed out to the populous and posted near Troll and other areas. This will list what time the sessions are, when lunch is, when court is, and other needed information.

Scheduling

- The schedule is an ever-changing document; cross-check it against the entrants' and judges' lists often.
- Is every entrant on the list?
- Are the judges listed on the entrants' list the same as are listed on the judges list? For example: if Susie is being judged in slot 5 by Jack, does Jack have Susie listed in slot 5 to be judged by him?
- The week before the event is usually when entrants and judges will let you know that they cannot attend and/or are not sending their entries. Take them off the spreadsheets and begin figuring how to fill in empty slots.
- On about Wednesday before the event cross-check the schedules again.

Other ideas

- Have a little thank-you something for each judge. This can range from food treats to tokens to gifts. It should be small and inexpensive to you.

- Make time to look at entries, talk to the people who made them, ensure they are comfortable and enjoying themselves.
- Watch during judging sessions for signs that anyone, judge or entrant, is upset.
- Delegate.

Solving disputes and problems

Feelings can run very high. Entrants have invested a lot of time, work, and a part of themselves into their display. Judges, because they have advanced enough to BE a judge, often believe passionately in absolute correctness. Put these together and don't be surprised if there are upsets and even tears. You need to be prepared to be calm, to be dispassionate, to listen, to use low voice tones and speak slowly, and to ask for advice if needed from the KMOAS and the other A&S deputies. You need to be completely accessible during all judging sessions. Everyone should walk away from the event remembering how much fun they had, no matter how they place in the competition.

Tabulating scores

- After the last judging session, the KASED and the KMOAS separately tally the score sheets to ensure scores are correct.
- The KASED fills in the awards list with the KMOAS double-checking the scores and names.

- Final check with the court herald to ensure all is ready and agreed upon for court.

Announcing in court

- The KASED must be prepared to speak in court, announcing winners and other information.
- Awards
 - Each category has a 1st, 2nd, and 3rd place.
 - After putting all the categories together, the highest score is the overall winner.
 - The triathlon has a 1st, 2nd, and 3rd place.
- If there is a royalty prize, they will announce it and give their own prize.

Preparing after-event report for KMOAS

- The report form can be found on the A&S Web page. Information will include:
 - Number of exhibit-only entrants
 - Number of competition entrants
 - Total number of entrants
 - Breakdown of what categories had entrants and how many
 - Number of judges
 - Summaries of what went well, what didn't go well, and suggestions for improvement
- Deadline for the report is 30 days after the event

One Year in Advance

- Look over bids and give recommendation to the KMOAS.
- When the bid is awarded, contact the hosting group and begin communications with the event steward.
- Post an announcement announcing the date and site of the Kingdom A&S Event.
- Be ready to accept offers to judge and entries.

Six months in Advance

- Serious recruiting of entrants and judges begins. In your efforts include Facebook postings, communications with local A&S ministers, and talking with individuals.
- Check in with event steward.
- Ensure the hosting group has started their advertising.
- Ensure you have a system set up to
 - Respond to entrants and judges within 1-2 days of their contacting you.
 - Keep track of judges
 - Keep track of entrants

Three to One Month in Advance

- Check in with event steward.
- Ensure both the hosting group and you are promoting the event aggressively.
- Ensure you are recruiting for judges for specific entries.
- Begin to pick out the awards.

1 month to 2 weeks in Advance

- Ensure you have judges recruited for each entry that has come in.
- Ensure all research papers have been sent to judges.
- Begin preparing entrants' packets and judge's packets.
- Begin preparing schedules and maps for posting. Check with the event steward to avoid duplication of efforts. Ensure opening times, judging sessions, lunch time, court time, and any other essential times are agreed upon.
- Ensure all judges have received a copy of the judging criteria for the entry they will be judging.
- Finalize awards.

1 week before

- Contact all judges and entrants:
 - With a reminder that they are signed up for the event.
 - The time they can check in.

- Remind them to bring something to write with.
- Notify judges of where and when the judges' meeting will occur.
- Prepare for the judges' meeting. The judges' meeting is very important. It is a time for judges to ask any questions they have about the judging criteria sheets, and to ensure they understand where they must be and when. Advice can be given, and any special concerns addressed. This is a good time to remind judges where to put their tally sheets and evaluation sheets after they have judged.
- Re-emphasize to entrants' size restrictions.
- Finish packets
- Finish table signs
- Finish schedule
- Begin packing:
 - Prizes
 - Schedules – 2 for check-in tables, at least 1 for wall
 - Seating charts – 2 for check-in tables, at least 1 for wall
 - Packets for judges and entrants
 - Sticky notes for corrections and changes
 - Seating labels and tape
 - Writing utensils, judges' thank-you gifts/notes, extra paperwork, extra tape, extra prizes

Night before

- Update packets
- Update schedule
- Assist with set-up
- Ensure tables are marked for entrants
- Post schedules and seating charts

Day of event

- Arrive on site before the first people are allowed on site and at least an hour before the doors open to the general populace.
- Check that all schedules, seating charts, and other postings are still up.
- Update judging schedules as necessary.
- Ensure entrant and judges' check-in tables are manned; fill in where necessary.
- Conduct judges' meeting.
- Be available for whatever is needed: solving problems, disputes.
- Tally scores
- Announce winners in court

Prepare and submit after-event report to the KMOAS