



Trivium Event Handbook

The purpose of this handout is to give you a guide, which describes the basic requirements and concerns of autocrating an event in the SCA. It is designed as a checklist to help you step by step. Tick boxes and don't lose track of what you are doing!

Start here ↓

Determine the event type

- Only for the Shire
Not requiring official business & no awards presented
→ Start on page 2
- Participants from all over Drachenwald are welcome as well
But **not** requiring official business & no awards presented
→ Start on page 6
- Official Drachenwald event
Any event where official business such as the presentation of awards is to be expected; King and/or Queen present
→ Start on page 10



“Just for the shire” events

Six months before the event

Schedule any necessary staff meetings, use Zoom or Skype (meeting in person could be a challenge!):

- Decide on Event staff (team) members
- Clarify responsibilities & expectations of staff members; talk about what you can do & how much time you have available. Be realistic and honest, with yourself and others.

Determine the event format & length, tick those boxes ☺

Is there a specific theme for this event? Now is a good time to make a decision on that!

- Weekend camping event
- Weekend indoor event
- Day only indoor event
- Day only outdoor event

Determine the event date(s):

Check your desired date(s) for availability. Double check with other calendars so that your participants don't have to choose one event over the other:

- Your local branch calendar <https://shireoftrivium.com/home/calender-and-events/>
- The Kingdom calendar <https://drachenwald.sca.org/events/calendar/#/>

Your preferred site:

How many members does your shire have? Evaluate all possible sites for the following:

- Size requirements that best suit your event format and length
- Fees including: rental fees, security deposits, extra fees
- Utilities such as water, trash, electricity, is it included in the rental fee?
- Restrictions such as open fires, candles
- Location and access, where to park vehicles
- Availability
- Noise restrictions
- Is alcohol allowed?
- Storage capabilities
- Kitchen capacity and equipment
- How many toilets and showers?



Four months before the event

Book the site; review event plan & finalize planning

- Confirm site is secured
- Contract for the site is complete and signed
- Rental fees are correct and paid if required prior to the event
- Security deposits are paid
- Make sure you know if the shire needs insurance in case of cancellation, check with your kingdom officer!
- Verify all ordered amenities such as trash, water, etc.
- Review site requirements with the site manager or owner
- Verify noise requirements
- Verify any unforeseen issues such as fire danger levels
- Arrange for equipment & transportation to site
- What equipment is needed for the event (pavilions, signs, tables, etc.)
- What type of transportation is required to get the equipment to & from the site
- Who will be responsible for transporting equipment in a timely manner to & from the site

Who is your staff? Evaluate staff needs and responsibilities based on the event format/theme.

Ask around in your shire if more help is needed

- Autocrat/Event steward
- Troll /Exchequer
- Marshall (heavy, archery, rapier, thrown weapons)
- Herald
- First aid
- Chatelaine
- Pied Piper (Children's activity coordinator)
- Arts/Sciences
- Web Minister for announcements on your website; Facebook and mailinglist
- Set-up & Clean-up
- Kitchen crew

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



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 (toilet paper, candles etc)
- Food expenses

Two months before the event

Check with the

- Marshall on fighter/archery activities. Does he/she have all that is needed?
- Pied Piper, are the kids going to be kept busy during the event? How?
- Web Minister for the event announcement on your own website
- Review responsibilities & needs of staff; are all assigned pre-event tasks on schedule?
- Kitchen crew. Is the food prep going as planned?

Prepare necessary emails for your participants; site information (if necessary) should include:

- Date & time of preferred arrival
- Site's address
- Event activities/schedules (Include the clean up! The entire shire should stay behind to clean)
- Include mundane contact information of the event crew
- Create attachment with:
 - Site rules/regulations,
 - Information about local services, closest shops, train station, doctors etc.
 - An event map indicating location of activities, amenities & facilities

Send those emails !

- Any necessary preparation at the event site, such as mowing grass, check with site owner
- Make or order event tokens for your participants
- Make or order Thank-yous for your staff members, including Kitchen Crew



One month/3 weeks before the event

- Confirm amenities with the site, will trash be picked up on Monday? Anything else?
- Obtain keys to the site if necessary & confirm arrival time on site for set-up
- Review responsibilities & needs of staff; are all assigned pre-event tasks complete?
- Verify any unforeseen issues such as fire danger levels. Dry season = no campfires. CHECK with the site!
- Any last minute needs or concerns
- All necessary equipment is available
- Arrange for equipment & transportation to site
- Obtain necessary supplies for the event, start shopping for toilet paper, towels, soap
- Coordinate gate cash with the Exchequer, who will be Troll?
- Avoid, if at all possible, any last minute projects that are not absolutely necessary to the success of the event.
- Is there a participant who needs to be picked up from train station? If yes, make arrangements for pick up

At the event

- Be the first to arrive on site & the last to leave site
- Remember that you are **only human** & that you are not alone
- Put up a schedule: when is breakfast, when is lunch, when & where is archery etc
- Be flexible, understanding, and prepared to cover anything that might come up
- Try to keep to the planned schedule but again be flexible, you may not be in control.
- Don't forget to breathe, & have fun.

After the event

- Post lost & found items on social media
- Schedule short Post event meeting, what went right/wrong? What would you do differently next time? Discuss without anger or judgment .
- Finalize finances
- Who was extraordinarily amazing at your event? Write a recommendation!
- Book a Spa day! You have earned it!



Drachenwald non-official events

Seven months before the event

Schedule any necessary staff meetings, use Zoom or Skype (meeting in person could be a challenge!)

- Decide on Event staff (team) members, if you can get someone on board from outside the shire - go ahead and do that
- Clarify responsibilities & expectations of staff members; talk about what you can do & how much time you have available. Be realistic and honest, with yourself and others.

Determine the event format & length, tick those boxes ☺

Is there a specific theme for this event? Now is a good time to make a decision on that!

- Weekend camping event
- Weekend indoor event
- Trivium Summer School

Determine the event date(s):

Check your desired date(s) for availability. Double check with other calendars so that your participants don't have to choose one event over the other:

- The Kingdom calendar <https://drachenwald.sca.org/events/calendar/#/>

Your preferred site:

How many participants can this event have? Evaluate all possible sites for the following:

- Size requirements that best suit your event format and length
- Fees including: rental fees, security deposits, extra fees
- Utilities such as water, trash, electricity, is it included in the rental fee?
- Restrictions such as open fires & candles
- Location and access, where to park vehicles
- Availability
- Noise restrictions
- Is alcohol allowed?
- Storage capabilities
- Kitchen capacity and equipment
- How many toilets and showers?



Six months before the event

Book the site; review event plan & finalize planning

- Confirm site is secured
- Contract for the site is complete and signed
- Rental fees are correct and paid if required prior to the event
- Security deposits are paid
- Make sure you know if the shire needs insurance in case of cancellation, check with your kingdom officer!
- Verify all ordered amenities such as trash, water, etc.
- Review site requirements with the site manager or owner
- Verify noise requirements
- Verify any unforeseen issues such as fire danger levels
- Arrange for equipment & transportation to site
- What equipment is needed for the event (pavilions, signs, tables, etc.)
- What type of transportation is required to get the equipment to & from the site
- Who will be responsible for transporting equipment in a timely manner to & from the site

Who is your staff? Evaluate staff needs and responsibilities based on the event format/theme.

Ask around in & outside your shire when you need more help

- Autocrat/Event steward
- Troll /Exchequer
- Marshall (heavy, archery, rapier, thrown weapons)
- Herald
- First aid
- Chatelaine
- Pied Piper (Children's activity coordinator)
- Arts/Sciences
- Web Minister for announcements on your website, Facebook & mailing lists
- Set-up & Clean-up
- Kitchen crew

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



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 (toilet paper, candles etc)
- Food expenses

Five months before the event

Check with the

- Marshall on fighter/archery activities. Does he/she have all that is needed?
- Pied Piper, are the kids going to be kept busy during the event? How?
- Web Minister for the event announcement on your own website & Drachenwald site/Facebook etc
- Ask your Web Minister to build an event page and open registration
- Review responsibilities & needs of staff; are all assigned pre-event tasks on schedule?
- Kitchen crew. Is the food prep going as planned?

Prepare necessary emails for your participants; site information (if necessary) should include:

- o Date & time of preferred arrival
- o Site's address
- o Event activities/schedules (Include the clean up! The entire shire should stay behind to clean)
- o Include mundane contact information of the event crew
- o Create attachment with:
 - Site rules/regulations,
 - Information about local services, closest shops, train station, doctors etc.
 - An event map indicating location of activities, amenities & facilities

Send those emails !

- Any necessary preparation at the event site, such as mowing grass, check with site owner
- Make or order event tokens for your participants
- Make or order Thank-yous for your staff members, including Kitchen Crew



One month/3 weeks before the event

- Confirm amenities with the site, will trash be picked up on Monday? Anything else?
- Obtain keys to the site if necessary & confirm arrival time on site for set-up
- Review responsibilities & needs of staff; are all assigned pre-event tasks complete?
- Verify any unforeseen issues such as fire danger levels. Dry season = no campfires. CHECK with the site!
- Any last minute needs or concerns
- All necessary equipment is available
- Arrange for equipment & transportation to site
- Obtain necessary supplies for the event, start shopping for toilet paper, towels, soap
- Coordinate gate cash with the Exchequer, who will be Troll?
- Avoid, if at all possible, any last minute projects that are not absolutely necessary to the success of the event.
- Is there a participant who needs to be picked up from train station? If yes, make arrangements for pick up

At the event

- Be the first to arrive on site & the last to leave site
- Remember that you are **only human** & that you are not alone
- Put up a schedule: when is breakfast, when is lunch, when & where is archery etc
- Be flexible, understanding, and prepared to cover anything that might come up
- Try to keep to the planned schedule but again be flexible, you may not be in control.
- Don't forget to breathe, & have fun.

After the event

- Post lost & found items on social media
- Schedule short Post event meeting, what went right/wrong? What would you do differently next time? Discuss without anger or judgment.
- Finalize finances, contact Kingdom Exchequer
- Who was extraordinarily amazing at your event? Write a recommendation!
- Book a Spa day! You have earned it!



Drachenwald official events

Understand that for some events you need to place a bid (and compete with other shires).

Make sure that you:

- Ask around, Kingdom Seneschal is your first point of contact to find out if you can join the bidding.
- Hand in your bid on time; fill out the necessary paperwork for your bid to be on time

See here: <https://drachenwald.sca.org/events/bidlist/>

Seven months before the event

Schedule any necessary staff meetings, use Zoom or Skype (meeting in person could be a challenge!)

- Decide on Event staff (team) members, if you can get someone on board from outside the shire - go ahead and do that
- Clarify responsibilities & expectations of staff members; talk about what you can do & how much time you have available. Be realistic and honest, with yourself and others.

Determine the event format & length, tick those boxes ☺

Is there a specific theme for this event? Now is a good time to make a decision on that!

- Weekend camping event
- Weekend indoor event
- Trivium Summer School (not an official Kingdom event but could become big ☺)
- Spring/Fall Crown Tourney
- University
- 12 Night/Coronation

Determine the event date(s):

Check your desired date(s) for availability. Double check with other calendars so that your participants don't have to choose one event over the other:

- The Kingdom calendar <https://drachenwald.sca.org/events/calendar/#/>
- Once you have a date: **invite the Royals!** See page 13

Your preferred site:

How many participants can this event have? Evaluate all possible sites for the following:

- Size requirements that best suit your event format and length
- Fees including: rental fees, security deposits, extra fees
- Utilities such as water, trash, electricity, is it included in the rental fee?
- Restrictions such as open fires & candles



- Location and access, where to park vehicles
- Availability
- Noise restrictions
- Is alcohol allowed?
- Storage capabilities
- Kitchen capacity and equipment
- How many toilets and showers?

Six months before the event

Book the site; review event plan & finalize planning

- Confirm site is secured
- Contract for the site is complete and signed
- Rental fees are correct and paid if required prior to the event
- Security deposits are paid
- Make sure you know if the shire needs insurance in case of cancellation, check with your kingdom officer!
- Verify all ordered amenities such as trash, water, etc.
- Review site requirements with the site manager or owner
- Verify noise requirements
- Verify any unforeseen issues such as fire danger levels
- Arrange for equipment & transportation to site
- What equipment is needed for the event (pavilions, signs, tables, etc.)
- What type of transportation is required to get the equipment to & from the site
- Who will be responsible for transporting equipment in a timely manner to & from the site

Who is your staff? Evaluate staff needs and responsibilities based on the event format/theme.

Ask around in & outside your shire when you need more help

- Autocrat/Event steward
- Troll /Exchequer
- Marshall (heavy, archery, rapier, thrown weapons)
- Herald
- First aid
- Chatelaine
- Pied Piper (Children's activity coordinator)
- Arts/Sciences
- Web Minister for announcements on your website, Facebook & mailing lists
- Set-up & Clean-up
- Kitchen crew



- Royal Liaison

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

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 (toilet paper, candles etc)
- Food expenses

Five months before the event

Check with the

- Marshall on fighter/archery activities. Does he/she have all that is needed?
- Pied Piper, are the kids going to be kept busy during the event? How?
- Web Minister for the event announcement on your own website & Drachenwald site/Facebook etc
- Ask your Web Minister to build an event page and open registration
- Review responsibilities & needs of staff; are all assigned pre-event tasks on schedule?
- Kitchen crew. Is the food prep going as planned?
- Are there classes?
- Will there be Court?

Prepare necessary emails for your participants; site information (if necessary) should include:

- Date & time of preferred arrival
- Site's address
- Event activities/schedules (Include the clean up! The entire shire should stay behind to clean)
- Include mundane contact information of the event crew
- Create attachment with:
 - Site rules/regulations,
 - Information about local services, closest shops, train station, doctors etc.



- An event map indicating location of activities, amenities & facilities

Send those emails !

- Any necessary preparation at the event site, such as mowing grass, check with site owner
- Make or order event tokens for your participants
- Make or order Thank-yous for your staff members, including Kitchen Crew
- Who in your shire is extraordinarily amazing? Write a recommendation!

One month/3 weeks before the event

- Confirm amenities with the site, will trash be picked up on Monday? Anything else?
- Obtain keys to the site if necessary & confirm arrival time on site for set-up
- Review responsibilities & needs of staff; are all assigned pre-event tasks complete?
- Verify any unforeseen issues such as fire danger levels. Dry season = no campfires. CHECK with the site!
- Any last minute needs or concerns
- All necessary equipment is available
- Arrange for equipment & transportation to site
- Obtain necessary supplies for the event, start shopping for toilet paper, towels, soap
- Coordinate gate cash with the Exchequer, who will be Troll?
- Avoid, if at all possible, any last minute projects that are not absolutely necessary to the success of the event.
- Is there a participant who needs to be picked up from train station? If yes, make arrangements for pick up

ROYALS

There are 2 ways of getting royals to come to your event. If it is an official Drachenwald event, then one or two royals are bound to come. If you are hosting a bigger event yourself, you can invite royals to attend your event.

You could write them a letter, here is an example (make sure to write very early):

Unto: Their Majesties Rex and Regina, King and Queen of Drachenwald/Baron Baroness of



From: Lady Jane of Doe, representing the Shire of Trivium.

Respectful Greetings, Your Majesties/Excellencies. Our Shire is hosting a gathering (of your subjects) in the [date]. We would be most honored by your presence at this event. For this event we have arranged to use the [site].

The site is just outside of [location/city]. The site has.... And is close to..... We will have use of the hall for the day and the feast at night (etc). A tournament can be held in a center courtyard. We have reserved a separate Royalty room for your use; it is large enough to hold any retinue you may be bringing if you desire. This is a wet site. A map to the site is enclosed. If any special arrangements need be made, or you have any specific dietary requests, please let us know. It will be a great honor to have you at our event. We do hope that you will join us. Written this [date] In service to Shire and Kingdom, Lady Jane of the Doe (mka) Jane Doe, 123 Any Street, Major City , BELGIUM (+32) 555-4567 or e-mail Jane_Doe@anywhere.com

The Royal Room

Having royals at the event can be a ton of fun, but also a little bit of extra work. See if you can get someone to be the event's Royal Liaison, so that the royals have one contact person who will take care of everything. Here are the minimum requirements for the Royal Chambers:

- Separate/ private bathroom
- If your royals aren't a couple, but friends doing a reign together, then make sure you have 2 beds
- Room for small meetings (can be an adjacent room)
- Is there room for accompanying children/retainers/help?
- Decorate the room, make it cozy. Extra curtains, lanterns, rugs, cushions, candy, flowers etc

At the event

- Be the first to arrive on site & the last to leave site
- Remember that you are **only human** & that you are not alone
- Put up a schedule: when is breakfast, when is lunch, when & where is archery etc
- Be flexible, understanding, and prepared to cover anything that might come up
- Try to keep to the planned schedule but again be flexible, you may not be in control.
- Don't forget to breathe, & have fun.



After the event

- Post lost & found items on social media
- Schedule short Post event meeting, what went right/wrong? What would you do differently next time? Discuss without anger or judgment.
- Finalize finances, contact Kingdom Exchequer
- Book a Spa day! You have earned it!