

On Site Supplies for Success

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April 2013

A Stewards Bag

This is a contingency bag very similar to what retinues carry for Baronesses, Princesses and Queens. Having a contingency bag as a Steward is entirely a matter of preference: a lot of Stewards don't have one and never miss it. I always have one. I fill it up before I get on site, and it's on my person all event long.

Generally I find that if everything is in the bag, I won't need any of it. If something is not in the bag, it will be the one thing I need. Having said that, the bag is always nearly empty by the time the event is over, because the supplies will have been given, piece by piece to my staff.

If you decide to carry a Stewards bag, don't put anything extra in it. Added weight is not your friend.

Contents

- The event planning binder: maps, contact info, copies of all contracts, schedule, etc. and blank paper.
- 2 Chocolate bars
- 2 power bars – something with protein
- Travel size bottle of aspirin
- 2+ pens
- 2+ pencils
- Refillable water bottle
- Sunscreen
- Cell phone
- Tampons/pads
- Little thank you tokens to hand out
- A small package of Kleenex



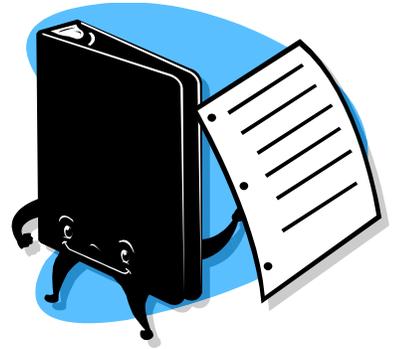
The Event Planning Binder

An Event Planning binder is the hard copy of every possible piece of information you may need during the event. If you're an electronic file person like me, this will only exist in physical form the week before the event when I print every file I've maintained for the event all at once. If you're a hard copy inclined person, this is the binder you've slowly accumulated information in over the course of planning for the event.

Contents

- A spreadsheet containing the modern name, SCA name, volunteer job, home phone, cell phone and email address of every volunteer on my staff and all the local or kingdom officers who will be performing their office at the event.
- A spreadsheet with the full schedule of the event.
- A copy of all the event information that was published – Crier copy, local copy and any special newsletters that went out.
- Site copy for your own use – the same thing gate has

- A copy of every contract in play at the event – biffys, dumpsters, gators, etc. Complete with the emergency contact numbers, times, dates and costs.
- Blank paper: 10-20 pieces.
- A map with directions to the local hospital, bank, vet hospital, grocery store and pharmacy...maybe the liquor store too. Several more copies of this should exist at gate. Never give your only copy of this map away.
- A map to the bank(s) that will be used for deposits with a note of the open/close time of those branches.
- A sheet that has nothing on it but the contact numbers for the local police and fire department in big easy to read text.



On Site Supplies

Office Supplies

Check with your barony, you may already have a supplies kit that travels to events with all the below useful goodies. If your barony doesn't have a supplies kit, consider creating one for your event and making it available for future events. That way, future Stewards just have to do a quick inventory check before the event.

- Pens - Sharpies, large markers, ball point pens (waterproof!)
- Paper - Blank, index, post-its
- Tape - Masking, duct and clear.
- Thumb tacks
- Stapler with a box of extra staples
- Paperclips
- Box of clear plastic sheet protectors
- Clip boards
- Scissors
- A receipt book



Tools

Check with your barony, you may already have a repair kit that travels to events with all the below useful goodies. If your barony doesn't have a repair kit, consider creating one for your event and making it available for future events.

- Measuring tape
- Caution tape
- Garden stakes
- Hammers - claw and sledge
- Small tool kit (screw drivers, pliers, wrench, etc.)
- Walkie-talkies
- Extra batteries or chargers for walkie-talkies
- Flash light
- Extra batteries for the flash light



Personal

- Band-aids
- 2 pair of comfortable shoes (one to wear, and one to dry out. Seriously, we live in An Tir)
- Sun screen and a hat
- Lip balm
- A "time-out" space
- Snack food
- Drugs of choice: migraine meds, digestive helpers like Tums, the painkiller you take when your knee acts up. Whatever you might need in the course of a long day to stay comfortable and functional.
- Prescriptions: If you have any prescriptions, make sure they're filled before the event and on site with you.
- \$50 or so in small bills
- Safety pins



People

- A backup: When you need to stop and rest, the person you trust enough to turn your radio over to and walk away for a few minutes.
- A "remember-all" person: This person has no other specific task than to have a duplicate list of the things I'm supposed to remember to do.
- Food Savior: Someone to make you remember to eat and drink water at appropriate times.

Why aren't these in the kit?

- Current copies of required forms (Sign-in sheets, Adult waivers, Minor Waivers, Minor Medical Waivers) – Because the person you put in charge of gate is responsible for having all these things. And you checked with them a week before the event to make sure they had all the forms and copies they needed.
- Extra copies of directions to and from site: You have a copy in your event binder, but all the rest can be at gate.
- Extra copies of a map or a set of directions to the local hospital, grocery store, pharmacy and vet hospital – You have a copy in your event binder, but all the extra copies are at gate.