

Event Steward Checklist

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A year to 8 months before the event

	Review Baronial Customary, Financial Policy and Governing Documents for policies which apply to events.
	Assemble your core team
	Create a bid and submit it to your local council Event Stewards Handbook
	Contact the site and get any contracts or paperwork that need to be signed
	Make arrangements to have the Seneschal review and sign site contracts. Usually this can be done at a business meeting.
	Complete and send in Date Reservation and EIF , <u>within a week</u> of approval for the event
	Plan advertising for the event: Biffy fliers, court announcements, email lists, etc.
	Reserve any rentals that are required (Biffys , water trucks, golf carts, etc.)
	Make arrangements to have the Seneschal review and sign rental contracts

6 months before the event

	Give monthly update at the business meeting
	Talk with all the Baronial officers who will need to perform duties at the event (Exchequer, Marshal, Gold Key, etc). Ensure that you and they have the same expectations. Event Stewards Handbook
	Put the event information onto the Online Calendar using the link the Calendar Deputy emailed you. How to use the online calendar
	Hold a staff meeting - make sure everyone understands the job they volunteered for and that they have what they need to do it.
	Give event information to Chronicler and the webminister for the website.
	Obtain Equestrian Insurance if any equestrian activities are planned Event Stewards Handbook
	Obtain proof of insurance if necessary Insurance
	Breathe - somewhere in here you'll wonder what you've gotten yourself into. Take a deep breath; it's going to be a great event.

5 Months before the event

	Update the event information on the Online Calendar
	Give monthly update at the business meeting
	Plan and assemble site tokens, if any.

4 Months before the event

	Send in Crier Copy, if you are charging NMS. Crier Copy Checklist
	Give monthly update at the business meeting
	Prepare Site Fee Exemptions Form
	Hold a staff meeting - check in with each person and make sure they have what they need
	During the staff meeting, start making the list of items that will be needed on site from the storage unit
	Talk with any Champions who will be responsible for activities at your event.
	Draft an event schedule, site map and site copy
	Update the event information on the Online Calendar
	Create and send out invitations to Royalty and any dignitaries.
	Run the draft schedule by the staff and involved officers to make sure no one has double booked themselves

3 Months before the event

	Give monthly update at the business meeting
	Submit Site Fee Exemptions to Financial Committee or Baronial Council for approval
	Update the event information on the Online Calendar
	Hold a staff meeting - check in with each person and make sure they have what they need
	Show the tentative schedule to the Baron & Baroness and ask for their input and approval

2 Months before the event

	Give monthly update at the business meeting
	Hold a staff meeting and see how the team is progressing
	Update the event information on the Online Calendar
	Check in with all the officers who have duties at the event. Make sure they have any information they need from you
	Review the budget - if additional money is needed, speak with the Financial Committee or Baronial Council

A Month before the event

	Give monthly update at the business meeting
	Finalize the schedule and site copy
	Update the event information on the Online Calendar
	Make arrangements with the Chamberlain to access the storage unit the week before the event

The Week before the event

	Have the site copy printed
	Finalize your personal food plan for the event
	Last minute supplies shopping (pens, batteries, there's always something)
	Meet the Chamberlain to access the storage unit and get whatever items may be needed
	Get funds from the Exchequer for change in the gate boxes

The Night Before being on site

	Eat a healthy meal & get a good night of sleep. Really. Everything should be done by now.
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First On Site

	Set up the SCA signs
	Get your tent/encampment set up
	Make sure Gate is set up

During the Event

	Only fight fires when you need to - let your staff do their jobs
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Last Off Site

	Pick up the lost and found
	Make sure all the rented equipment has been picked up or returned
	Make sure the site is cleaner than when you arrived

After the Event

	Return all the supplies to the storage unit
	Turn in all the receipts
	Send the lost and found list to the Chronicler and email lists
	Meet with the staff and ask how everything went (Post Mortem meeting)
	Write appropriate award recommendations
	Write an after event report
	Put all the paperwork and notes from running the event into a binder and put it on the shelf for the next Steward to use
	Review gate and gate sheets with the exchequer
	Close event with Baronail council by giving the after event report