

Autocrat Check List

Official stuff & Paperwork

- Event proposal/budget - go over with Exchequer and Seneschal. If ok, present to shire and get approved.
- You must be a member of the SCA and receive the Crier - copy membership card and Photo ID and attach to event proposal
- Contracts need to be signed and copies made for exchequer and Seneschal.
- Copies of all contracts need to go to the Seneschal and Exchequer

Insurance - you are covered if:

- Event is sponsored by an SCA branch
- Event is registered with the branch Seneschal
- Event is publicized to branch membership
- Event is run in accordance with SCA laws

Site Reserve Site - pay deposit, contract to exchequer and seneschal

- Are there tables or benches and chairs
- Is alcohol allowed?
- Is decorating allowed?
- Is selling allowed? (merchants)
- Is there a fee for merchants?
- Bathroom checking and restocking
- Will there be noise problems?
- Is there a covered shelter available?
- Does the site have a good Kitchen?
- Does it have enough room for the people?
- Does it have enough tourney space?
- Does it have enough parking? (overnight parking)
- Is there a good loading zone (have the constable keep it clear at the event)
- Weather
- Water (rivers, lakes)
- Water (drinking)
- Travel distance
- Road conditions
- Dangerous plants, animals, insects
- Good gate control
- Fires allowed? Wood? Open flames? Smoking? Where?
- Bathrooms/showers
- Pets
- Hazards to children
- Do you need keys?
- Electricity
- Eric site
- Archery site
- Rapier space
- Outdoor Handicapped access: parking, camping, RV's, privies.
- Indoor Handicapped access: ramps, elevators, lifts, restrooms, parking

Things to think about

- Crash space
- Competitions & Contests
- Judges
- Entertainment (special requirements?)
- Prizes
 - For Defender contests: winner of the Defender competition gets a personal prize to keep for themselves in addition to regalia which is returned at the end of their tenure
- Awards
- Thank-Yous
- Court (when, where, who, herald, chairs, time needed?)
- Raffle/Auction?
- Signs
- Merchants
- Pied Piper
- Clean-up
- Decorations
- Special contact for attending royalty
- Autocrat's box
- Dancing
- Music

Signs

- SCA signs for the roads - put up
- SCA signs for the roads - take down
- Keep out of Kitchen
- Lord's Dressing Room
- Ladies' Dressing Room
- Royalty Room
- Smoking Area
- Registration
- Autocrat's Point
- Gold Key
- Schedule of Events
- Herald's Point

Biffies

- 6/150 people per day plus 1/every 40 over 150 per day pumping
- Handicapped biffies
- Alternate signage for the doors (flip signs)

Feasts

- Feastcrat - you can't do everything and cook too
- Table décor
- Servers - put someone in charge of them
- Setting up Tables and chairs
- Head table
- Decorating the hall

- Posting the menu
- Dishwashing station
- Refrigerator
- Stove
- Legal seating for the site

Tourneys

- Field marshal's poles
- Herald's baldrics
- Who will be field marshals
- Who will be field heralds
- Water-bearer
- Elimination forms/ wavers
- Lists
- Set up of eric
- Who has the eric stuff
- Break-down of eric

Gate - 2 people at any time

- Gold Key
- Collect fees
- Wavers
- Site Maps/schedule
- Regular money drops

Advertising

- Web page
- Email copy to all River's Region Seneschal's and Chronicler's
- Get copy into the Dragon's Tongue
- Do you want to advertise to the Oregonian?
- Invite the regional Barons and Baronesses to participate.
- Date Reservation form needs to go to Calendar
- Event form needs to go to Calendar
- Event Copy needs to go to Calendar
- Event copy needs to go to River's Region groups
- Event copy needs to have the following:
 - Date of event
 - Sponsoring group
 - Name, street address, town, and state of event
 - Site opening and closing times
 - Site and feast fees
 - Society and legal names and address of autocrat(s)
 - Name and address of the reservation clerk
 - Cutoff date for reservations
 - Make checks payable to "SCA Inc. Dragon's Mist"
 - Directions

Money

- Track all moneys spent and record on expense forms
- Track all monies collected and give to Exchequer as soon as possible
- Get seed money for the gate box
- Cash must get to the Exchequer for deposit within 48 hours of the event.
- Do not deposit the funds yourself.
- Event closing report is due within 30 days from the close of the event.

Staff

- You must have someone in charge - usually the Seneschal or the Autocrat
- If there will be fighting there must be a Marshall in charge
- If there will be a feast there must be a Feastcrat
- The shire officers can help you put together an event staff. They do not need to fill the roles but can recommend people who might be able to do so.
- You need two people on gate at all times
- You need one person on Gold Key at all time
- You will need a Herald in charge
- You will need a Chirurgeon
- If there will be a bardic fire you will need a constable for fire watch
- Your staff should meet at least once before the event to organize what all needs to happen.
- Good communication and a great staff make a wonderful event
- Have clear areas of responsibility amongst your staff - write them down
- Write down your plans and decisions made a meetings

Day of Event

- Note any damage to site before the event starts
- Set up gate & registration area
- Put up schedule
- Make sure you eat and drink
- Be flexible and relax

Clean-up

- Who is hauling garbage?
- Who is helping clean up?
- Who is locking up?
- Who has lost-and- found?
- Replace anything used from the autocrat's box

Wrap-up

- Send email to the DM List highlighting the positives from the event.
- Provide the financial report, sign-in sheets, waver forms, and gate box to the Exchequer.
- Confirm that all contracts signed are completed and closed out.
- Schedule a post-mortem to detail what went well, what needs improving. Write down the findings for the next event team.
- **Relax!**