

Event Stewards' Handbook – Politarchopolis version

Table of Contents

1. Introduction.....	5
1.1 Purpose.....	5
1.2 Scope.....	5
1.3 Event management process.....	5
2. Planning and Proposal.....	6
2.1 Types of events.....	6
2.2 Templates.....	6
2.3 Dates.....	6
2.4 Venue.....	6
2.5 Team.....	6
2.6 Food.....	7
2.7 Prices.....	7
2.8 Expected attendance.....	7
2.9 Activities and timetable.....	7
3. Review and Approval.....	8
3.1 Council endorsement.....	8
3.2 Budget assessment.....	8
3.3 Risk assessment.....	8
3.4 Seneschal approval.....	8
3.5 Event notification.....	8
3.6 Adjustments to the approval.....	8
4. Prior to the Event.....	9
4.1 Bookings.....	9
4.2 Cash advances.....	9
4.3 Allergy management.....	9
4.4 Recipes test.....	9
4.5 Food purchase and preparation.....	10
4.6 Timetable.....	10
4.7 Royal Visit.....	10
4.8 Planning Food Handling.....	10
4.9 Alcohol.....	10
5. On the Day.....	11
5.1. Setup.....	11
5.2 Sign-in desk.....	11
5.3 Cash handling.....	11
5.4 Incident management.....	11
5.5 Emergency reporting.....	11
5.6 End of the event.....	12
5.7 Cleanup.....	12
6. After the Event.....	13
6.1 Financials.....	13
6.2 Event Report.....	13
7. Guidance.....	14
8. Additional Resources.....	15
9. Acknowledgements.....	16

1. Introduction

1.1 Purpose

This document provides Politarchopolis Event Stewards with an overview of:

- [The mandatory requirements for events in Lochac, shown in blue](#); these must be followed.
- Guidance regarding common ways to ensure a positive and successful event; these should be followed.

Common mandatory requirements of SCA Ltd (the Australian corporate body) or SCANZ (the NZ equivalent). There may be others from those rules, or from mundane law, site requirements and international SCA policy, that are applicable to certain event activities.

1.2 Scope

This document covers all events in the central Barony of Politarchopolis. It is not compulsory for events in Torlyon and Okewaite.

This document doesn't apply to organising and running regular activities, such as weekly fighter practices, although some elements may be applicable.

You should consult the [Crown Events Handbook](#) if you are planning a Crown Tourney or Coronation event. Some of its additional "dressing" and resource ideas are helpful for any event, especially more elaborate ones.

1.3 Event management process

Events are managed through a sequence of stages to ensure appropriate planning and oversight:

- Planning and Proposal
- Review and Approval
- Prior to the Event
- On the Day
- After the Event

Subsequent chapters of this document cover each stage.

2. Planning and Proposal

2.1 Types of events

You'll no doubt have an idea of the type of event you want to run. Groups benefit from having a mix of events: as well as feasts, consider picnics, bonfires, craft classes, camping events and war musters. Unofficial events like movie visits and pub nights can also help build your group.

2.2 Templates

Templates are available for an Event Proposal [link] and an Event Budget [link]. They can be modified by your local group, but consider the maintenance overhead. You should use the templates as the basis for your proposal, as your Seneschal and group Council will be looking for this information.

You will need somebody on your stewarding team familiar with Microsoft Word and Excel.

2.3 Dates

Check early with the Seneschal and B&B on your event concept and your suggested dates, and keep liaising if you need to change the date to secure a venue. Keep an eye on the [Lochac Calendar](#) for other events in the same timeframe.

* Events cannot clash with Crown Events (ie Coronation or Crown Tourney) if within a 500km radius of the Crown Event unless expressly permitted by the Crown. (Kingdom Law, sVIII.1)

It is good manners and good business to check with nearby groups for conflicts. If you have a lot of neighbours, and at least try to avoid conflicts with their signature events.

2.4 Venue

If you're considering a new venue, get some measurements and see if they can provide tables and their size: these things are critical for working out the maximum attendance. Check out the kitchen, particularly looking for cooking facilities and bench space.

Usually you can get a tentative booking, prior to paying a deposit and possibly a bond. Ahead of time, discuss with the Seneschal how you will get the necessary financial approvals. The remainder of the cost is usually required some weeks before the event.

Many venues will require a copy of the SCA insurance policy. Ask your Reeve for that, and allow for some time as it needs to be renewed each year and won't always be immediately to hand.

If the venue has a policy on cancellation fees and timeframes, these should be noted in the event proposal. What are the requirements to get the bond back?

Some venues have policies on alcohol use on site, or use of candles, and this should be noted in the event proposal.

During the COVID epidemic, online virtual events were popular, and can be an interesting alternative, particularly for specialised events.

2.5 Team

There's a tab in the Event Budget spreadsheet that allows you to document your stewarding team. This is not compulsory, but it does give the reviewers confidence that you have planned the event well. For smaller groups or events, filling all the slots may be unrealistic, or you may need people to have several roles.

If you have food, it is important to nominate a Chief Cook early, as this is a big chunk of the work.

Do not assume that a group's regular officer will coordinate an activity that matches their office – explicitly ask them, even if they habitually fill such roles. In the latter case, do let them know well ahead of time if you plan to appoint someone else for that role at your event.

Some regional jurisdictions require Food Handling certificates and training when supplying food at an event. Check your Country or State/Territory requirements if planning to serve food.

It is good practice to have at least one team meeting for your stewarding team, to achieve a common understanding and a sense of participation.

2.6 Food

Usually you give the Chief Cook a feast budget, usually expressed as dollars per head. What is reasonable here is a matter of experience; dishes served to tables are generally the most expensive, buffet dinners can be cheaper, and lunches can usually be done inexpensively.

It's possible your Reeve can find some recent figures on actual spends, or speak with experienced stewards about likely costs.

2.7 Prices

There will be local expectations about what is reasonable to charge; look at recent advertising for local and neighbouring events. Obviously, you'll allow for differences in your venue costs and expected standard of food.

- [Free entry to Australian events is described in the SCA Ltd Financial Policy, sM19.](#)
- [You must allow for the Kingdom Levy for all adult attendees where there is an event fee charged. This is \\$1.10 for Australian groups including GST. \(Laws of Lochac VII.4.ii.\)](#)
- [You must allow for Event membership/insurance, only for non-member attendees to events with an entry fee. This is \\$10 for Australian adults, \\$5 for Australian minors. \(Laws of Lochac VII.4, check current rates.\)](#)

Young children eat very little and their parents bring them snacks: consider making them free. Older teens can eat a lot, but those families may not be able to attend if you charge full price.

You should have an Offboard option, for people whose dietary requirements cannot be met. Typically this is the regular attendance price minus the food budget.

2.8 Expected attendance

You'll know from other local events how many people tend to attend. Events with royalty attending tend to be larger, particularly if there will be any peerage awards given. Events can shrink due to competing neighbouring events, epidemics or too many events in the general time period.

The Event Budget template allows you to play with the figures to calculate your break-even attendance.

2.9 Activities and timetable

If you are having children's activities, Australian groups must follow the [Child Protection Policy](#), which has particular application to designated youth activities. Some jurisdictions may require background checks for people supervising youth activities.

3. Review and Approval

3.1 Council endorsement

Any expenditure requires approval from the group Council. So the Polit Baronial Council must endorse the event (for central barony).

You should use the Event Proposal template [link] and the Event Budget template [link].

Ideally, the event proposal should be circulated ahead of the meeting. It is acceptable for Council to endorse the event subject to the endorsement of the Reeve and formal approval of the Seneschal.

3.2 Budget assessment

While it is not a formal requirement for the Reeve to review event proposals, the Seneschal should require that. The Reeve should check that the budget adds up (eg through using the budget template correctly) and that the figures are reasonable.

3.3 Risk assessment

Australian groups require a risk assessment for each event, using the [Lochac Risk Assessment template](#).

3.4 Seneschal approval

Formal approval and group sponsorship is granted via the [Lochac Event Submission form](#). You can cut-and-paste from the event proposal if you used the standard template.

Approval appoints the Event Steward effectively as a deputy of the Seneschal, for legal purposes related to the event.

Approval can be withdrawn by the group Seneschal at any point prior to or during the event.

3.5 Event notification

Approved events submitted through the Event Proposal form are automatically included in Pegasus and notices disseminated via the Lochac Announce email list.

3.6 Adjustments to the approval

Adjustments to the event budget expenditure must be approved at a Council meeting, or the local Financial Committee to the limit of their delegation.

While the actual expenditure may vary somewhat from the planned budget, if the event makes a larger loss than was approved, or any expenses were recklessly over the budgeted amount, then the Seneschal may seek an explanation or, in extreme cases, administrative sanctions.

4. Prior to the Event

4.1 Bookings

Whether or not you have a dedicated bookings officer, it really helps to have a shared bookings spreadsheet, with access for the Reeve, the Chief Cook and the Hospitaller.

Contact the Polit Bookings Officer for help with that.

4.2 Cash advances

Cash advances can be provided to an individual to pay for items approved in the budget.

Approval of an event budget is sufficient approval for approval of a cash advance up to the limit of planned expenditure, with the normal financial controls of the group. Cash advances are usually for the food component as major items like venue and equipment hire are typically paid by separate direct deposits.

SCA Ltd requires that cash advances be documented in Council minutes. This can be done by the Reeve reporting on any outstanding cash advances to each Council meeting, for inclusion in the minutes.

All spending from cash advances must be accounted for with receipts or invoices. If this can't be done, a Statutory Declaration is required.

4.3 Allergy management

There are a number of dietary requirements and allergies that you need to be aware of when preparing food. Participants are usually asked about any dietary requirements during the booking process.

While it can be difficult to cater to all dietary requirements, there are basic protocols that should be followed, particularly when persons with severe allergies have booked.

Have ingredient lists available for all menu items, including any pre-packaged processed items; these lists should be available at the kitchen and food service area as well as a copy at the sign-in table.

Ensure there is no cross contamination of food items, particularly identified allergens, during the pre-preparation, preparation and food service stages.

- Wash equipment such as knives and chopping boards after each use
- Keep ingredients separate for each menu item or ensure sealed packaging
- Wash hands or change gloves between preparing each dish
- Keep utensils for each dish separate
- Provide an off-board booking option for people whose dietary requirements cannot be met.

4.4 Recipes test

If you have any new recipes, it is an excellent idea to test them ahead of time. Testing dinners are a great way to involve newer members, and they do result in tweaks to recipes and a much better idea of the quantities required.

Use this opportunity to work out the cooking and serving equipment you will need on the day.

4.5 Food purchase and preparation

For overall quantities, a good rule of thumb is to allow 200g of meat per person for a dinner, and at least that much non-meat. [Reviewers: discussion is welcome on this item.]. You can divide that up between your meat dishes as a good guide to what you will need to buy. It really helps to know the size of the tables for your event, as there are practicalities around how many pies will be needed for so many tables.

It's an excellent idea to work out rough quantities early based on expected attendance, and to look out for good sources. Many cooks find bargains at Costco or Aldi, and local butchers can often obtain specialist cuts at fair prices with reasonable notice. Many cooks make detailed ingredients lists with current prices, to ensure they stay within their budget.

4.6 Timetable

You should include the major elements like the feast time in the event approval information. Attendees appreciate a more detailed timetable closer to the event, and it can be a good prompt for late bookings.

You should also develop a Running Sheet for the stewarding team and visiting baronage and royalty, to ensure the event runs to time.

4.7 Royal Visit

If you are going to have a royal visit, you want to know early on, as it impacts the timetable in particular.

Most reigns have a Royal Chamberlain who looks after these things, whose contact details may be found under the Household section of the Crown website: <https://crown.lochac.sca.org/>. There is additional detail there on the requirements for hosting royalty.

4.8 Planning Food Handling

As a minimum you should ensure that you have on site access to:

- Handwashing facilities.
- Safe food storage, i.e. refrigeration or eskies/ice boxes and closed storage boxes Ensure food is not left out longer than safe to do so.
- Enough equipment to ensure there is no cross contamination ie. multiple chopping boards, knives, serving trays or bowls and utensils
- Equipment cleaning facilities i.e. hot water and dish soap.
- First aid kit and gloves.

4.9 Alcohol

For Australian groups, the [Alcohol Policy](#) applies.

5. On the Day

5.1. Setup

On the event Running Sheet, have a clear list of what needs to be done for setting up, in priority order. Usually, some help is available from attendees.

5.2 Sign-in desk

Attendance must be recorded using the correct forms outlined [here](#) (Australian groups) and [here](#) (NZ).

- In Australia, minors being accompanied by a caregiver may only attend with a completed [Australia Nomination of Caregiver form](#) and guidance. (SCA Ltd Child Protection Policy.)
- In Australia, the SCA Ltd [Code of Conduct](#) must be displayed. (SCA Ltd Code of Conduct). For NZ, there is an [equivalent code](#) but no requirement to display it.

See [Gatekeeper](#) for help with sign-in and reporting for larger events.

5.3 Cash handling

Try to avoid cash handling at events as it presents a logistical load and security issue. Strongly encourage advance booking and electronic payment.

If you must handle cash at events, there are detailed rules in the financial policies of SCA Ltd.

5.4 Incident management

While good risk management can reduce or even eliminate risks, it is still possible for things to go wrong on the day. The Event Steward and their nominated event team are responsible for ensuring that, so far as reasonable, steps are taken to prevent further harm.

Address any immediate welfare concerns by:

- directly neutralising the source of the threat (e.g. use extinguisher on fire)
- preventing any further harm to workers (applying first aid, evacuating people, ceasing activities and isolating the affected area/s)

Where appropriate, escalate control to an emergency service such as the police or fire authorities.

Secure (ie prevent unauthorised entry) and preserve (ie prevent disturbance) the scene of any incident that may subsequently require police investigation. Gather evidence to support any subsequent investigation (eg photographs, witness details).

5.5 Emergency reporting

If emergency services were notified or attended the site, the Event Steward must:

- contact the Kingdom Seneschal as soon as safe and practical to do so
- enter a [Lochac Incident and Hazard Report](#) as soon as practical.

Any person can report incidents or hazards using the Lochac Incident and Hazard Report.

5.6 *End of the event*

Events have their own dynamic, and the Steward will need to make a call as to when to close the events and put the lights on. Families and distant travellers will often start to leave, and if you want help with packing up then it is often best to finish before too late.

It is best to have a clear end, with a thank you to all the attendees, and a cheer for the organisers.

5.7 *Cleanup*

Ideally, you will have a cleanup crew separate from the people who have set up.

If you don't, then at least have garbage bags and brooms ready to give out as soon as lights are put on, and stack a few chairs as a cue for general assistance.

6. After the Event

6.1 Financials

The receipts need to be provided to the Reeve. The sign-in sheets need to be scanned and sent to the Constable.

Receipts should be:

- readable
- scanned-in or photographed and sent to the local Reeve in a timely fashion
- preferably should only include items for which you are seeking reimbursement

Cross out or clearly identify any personal items bought on the same receipt. The GST will be forfeited from reimbursement if personal items are on the receipt even if they are crossed out.

Reimbursements can only be made after a receipt or invoice has been handed to the Reeve. If no receipt is available, a Statutory Declaration must be provided. Any time a statutory declaration is used, the Chancellor of the Exchequer must be informed.

If there was a cash advance, this needs to be reconciled. Any cash advance not spent needs to be deposited as soon as possible, within 30 days of the event.

- [Any approved out-of-pocket expenses must be reimbursed upon receipt of adequate receipts. Requirement \(SCA Ltd Financial Policy\)](#)

6.2 Event Report

The Event Report template [link] is recommended for event reports.

Australian Event Stewards should compile an event report and submit to the Reeve and Seneschal within 30 days of the event. [This does not appear to be mandatory]

7. Guidance

The following SCA policies and guidance were used in developing this Guide.

- [SCA Governing Documents](#) (Corpora)
- [SCA Ltd Policies](#) (for Australian groups)
- [Lochac Kingdom Law](#)

8. Additional Resources

The following resources are also recommended for Stewards.

- <https://tastesfromtournai.wordpress.com/the-feasting-primer/>
- <http://sg.lochac.sca.org/stewarding/>
- <http://ildhafn.lochac.sca.org/stewards>
- <http://gatekeeper.lochac.sca.org>

9. Acknowledgements

This document was drafted by Master Cristoval, who is maintaining it for the present time. Please send him suggested corrections to rhysh@iinet.net.au. This version was created on 20 Jan 2024.

Much of the text came from an earlier Lochac version which was the result of contributions by many people, and from other Lochac websites and documentation.