

Autocrat Checklist & Event Bid Worksheet

This form has been designed to help in planning an event, whether you are a new or an experienced autocrat. Do not be alarmed at the length! It's not as long a document as it seems, and it can be very helpful to your planning. The first few pages are designed to be submitted as your event bid, so be sure to fill in all relevant information.

_____ 1. Event

- A Regular Event in Clefthlands
- Standard Bearers
- Fun with Weasels
- Northern Oaken War Maneuvers
- Afternoon of Fun
- Other: _____

_____ 2. Event name: _____

_____ 3. Date(s):

- January event – 4th Saturday of January: _____
- Standard Bearers – 2nd Saturday of April: _____
- Fun with Weasels – 1st weekend of May: _____
- N.O.W.M. – 2nd weekend of June: _____
- Afternoon of Fun – 1st weekend of October: _____
- Other: _____

_____ 4. Times (one-day event):

Site opens for staff: _____
Site opens for public: _____

Site closes to public: _____
Site closes to staff: _____

_____ 5. Times (weekend event):

Friday

Site opens for staff: _____
Troll opens for public: _____
Troll closes: _____

Saturday

Troll opens: _____
Troll closes: _____

Sunday

Troll opens: _____
Troll closes: _____
Site closes to public: _____
Site closes to staff: _____

_____ 6. Expected attendance: _____

(for standard events, talk to autocrats who have run the same or similar events in the past)

_____ 7. Plan Pale ad(s) Total ad cost: \$ _____

- 1st month: _____
size & cost: _____

- 2nd month: _____
size & cost: _____
- 3rd month: _____
size & cost: _____

_____ 8. Rooms/facilities needed:

- Feast kitchen Yes / No / Outdoors
- Lunch kitchen Yes / No / Outdoors
- Tavern Yes / No / Outdoors
- Heavy fighting list Yes / No / Outdoors
of lists: _____ Square footage: _____
- Fencing list Yes / No / Outdoors
of lists: _____ Square footage: _____
- Youth boffer list Yes / No / Outdoors
of lists: _____ Square footage: _____
- Thrown weapons Yes / No / Outdoors
Square footage: _____
- Archery Yes / No / Outdoors
Square footage: _____
- Siege weapons Yes / No / Outdoors
Square footage: _____
- Scribes room Yes / No / Outdoors
- Royalty room Yes / No / Outdoors
- Childrens' activities room Yes / No / Outdoors
- Classrooms Yes / No / Outdoors
of rooms: _____
- Gatekeeper area Yes / No / Outdoors
- Merchant area Yes / No / Outdoors
- A&S exhibit area Yes / No / Outdoors
- Court Yes / No / Outdoors
of seats: _____ Square footage: _____
- Feast hall Yes / No / Outdoors
of seats: _____ Square footage: _____
- Lunch area Yes / No / Outdoors
of seats: _____ Square footage: _____
- Need to set up the night before: Yes / No

_____ 10. Choose site.

Site name: _____

Rental contact: _____

Phone #: _____

Site liason: _____

Phone #: _____

Email: _____

Address: _____

City: _____

State: _____

Zip: _____

Website: _____

Site Rental: \$ _____

Site Deposit (nonrefundable – towards rental fee): \$ _____

Site Deposit (refundable): \$ _____

When is deposit due: _____

Will the site require a copy of our insurance waiver: Yes / No

If yes, by what date: _____

Will the site require an “Additional Insured” insurance waiver, naming them specifically: Yes / No

If yes, by what date: _____

What specific information must be listed on the waiver:

Comments on site (potential issues, areas to keep off-limits, etc):

- _____ 11. Other facilities available at site:
- Showers (men): # available _____
 - Showers (women): # available _____
 - Showers (mixed): # available _____
 - Bathrooms (men): # stalls _____
 - Bathrooms (women): # stalls _____
 - Bathrooms (mixed): # stalls _____
 - Coat check room: Yes / No
 - Changing area if not bathroom (men): Yes / No / NA
 - Changing area if not bathroom (women): Yes / No / NA
 - Parking: # spaces _____
 - Camping: # spaces _____ or # people capacity _____
 - ADA accessible?
 - Ramp at entrance: Yes / No / NA
 - Chair lift from main floor up: Yes / No / NA
 - Chair lift from main floor down: Yes / No / NA
 - Elevator: Yes / No / NA
 - Any areas not wheelchair accessible? Yes / No
- Describe: _____

_____ 12. Find Staff. All staff must be reachable via phone and/or email!

- Autocrat: _____
Contact info: _____
- Deputy Autocrat: _____
Contact info: _____
- Autocrat Mentor: _____
Contact info: _____
- Head Cook: _____
Contact info: _____
- Deputy Cook: _____
Contact info: _____
- Tavernkeeper: _____
Contact info: _____
- Lunch Cook: _____
Contact info: _____
- Gatekeeper: _____
Contact info: _____
- Deputy Gatekeeper: _____
Contact info: _____
- Hall Steward _____
Contact info: _____
- Marshall – Heavy: _____
Contact info: _____
- Marshall – Fencing: _____
Contact info: _____
- Marshall – Youth: _____
Contact info: _____
- Marshall – Archery: _____
Contact info: _____
- Marshall – Thrown: _____
Contact info: _____
- Marshall – Other: _____
Contact info: _____
- Merchants: _____
Contact info: _____

- Surgeon: _____
Contact info: _____
- Classes: _____
Contact info: _____
- Royalty Liason: _____
Contact info: _____
- Herald: _____
Contact info: _____
- Security: _____
Contact info: _____
- Parking: _____
Contact info: _____
- Children: _____
Contact info: _____
- Website designer: _____
Contact info: _____
- Ad designer: _____
Contact info: _____
- Designing site tokens: _____
Contact info: _____
- Making site tokens: _____
Contact info: _____
- Other: _____
Contact info: _____
- Other: _____
Contact info: _____
- Other: _____
Contact info: _____

_____ 13. How many people will be comp'd for site: _____

List:

_____ 14. Determine event expenses

\$ _____ Site rental
\$ _____ Site deposit (refundable)
\$ _____ "Additional Insured" Insurance waiver for site (\$50.00)
\$ _____ Other site fees (describe)

\$ _____ Table rental
Quantity: _____ @ \$ _____ each

\$ _____ Chair rental
Quantity: _____ @ \$ _____ each

\$ _____ Site security
\$ _____ Portacastle rental
Quantity: _____ @ \$ _____ each

\$ _____ Other rental (describe)

Quantity: _____ @ \$ _____ each
\$ _____ Other rental (describe)

Quantity: _____ @ \$ _____ each

\$ _____ Pale ad(s)
\$ _____ Mailings
\$ _____ Site flyers
\$ _____ Site tokens
\$ _____ Feed setup crew
\$ _____ Feed teardown crew
\$ _____ Flooring for list
\$ _____ Other expense (describe)

\$ _____ Other expense (describe)

\$ _____ Total expenses

_____ 15. Determine site fee

Total expenses: \$ _____
Expected attendance (do not include comp'd guests): _____
Breakeven attendance (Expected attendance x .75): _____

Site fee estimate = Total expenses / Breakeven attendance = \$ _____

Pre-Reg Site fee (adult): \$ _____
Pre-Reg Site fee (child): \$ _____ (=1/2 adult fee, required by Midrealm law)
Walk-In Site fee (adult): \$ _____
Walk-In Site fee (child): \$ _____ (=1/2 adult fee, required by Midrealm law)
Non-member surcharge (adult or child): \$ 3.00

_____ 16. Determine camping fees and/or family limit, if camping event

Adult camping fee (if not included in site fee): \$ _____
Child camping fee (if not included in site fee): \$ _____
Family site fee maximum (2 adult site fees + 2 child site fees): \$ _____

Feast & Kitchen planning (consult with Head Cook)

_____ 17. Plan feast specifications:
 Theme (culture, time period): _____
 Serving plan: Servers / Buffet

Standard Feast

Number seated: _____
 Pre-reg cost per person (adult): \$ _____
 Pre-reg cost per person (child 5-12): \$ _____
 Walk-in cost per person (adult): \$ _____
 Walk-in cost per person (child 5-12): \$ _____

Above the Salt? Yes / No

Number seated Above: _____
 Pre-reg cost per person (adult): \$ _____
 Pre-reg cost per person (child 5-12): \$ _____
 Walk-in cost per person (adult): \$ _____
 Walk-in cost per person (child 5-12): \$ _____

Total number seated: _____

Number of chairs needed: _____

Number of tables needed: _____

Number of servers needed: _____

How many people will be comp'd for feast: _____

List:

_____ 18. Feast budget
 Expected income: \$ _____

$$\frac{(\# \text{ seated standard})}{\text{}} - \frac{\# \text{ comp'd}}{\text{}} \times \frac{\$ \text{ adult pre-reg}}{\text{}} + \frac{(\# \text{ seated Above})}{\text{}} \times \frac{\$ \text{ adult pre-reg}}{\text{}} = \frac{\$ \text{ Expected Income}}{\text{}}$$

Feast budget: \$ _____
 (Expected income x 0.75)

_____ 19. Kitchen facilities on site:

- Chairs: # available _____
- Tables: # available _____
- Stove burners: # available _____ Gas / Electric
- Ovens: # available _____ Gas / Electric
- Convection ovens: # available _____
- Sinks: # available _____
- Dishwasher: # available _____
- Counters: # available _____
- Freezers: # available _____
- Refrigerators: # available _____
- Onsite pots/pans available? Yes / No
- Onsite serving dishes available? Yes / No
- Other facilities available:

_____ 20. Kitchen equipment to bring in:

- Chairs: Yes / No / # needed: _____
- Tables: Yes / No / # needed: _____
- Water coolers: Yes / No / # needed: _____
- Electric roasters: Yes / No / # needed: _____
- Outdoor grill: Yes / No / # needed: _____
- Tubs for washing dishes: Yes / No / # needed: _____
- Pots/pans: Yes / No / # needed: _____
- Serving dishes: Yes / No / # needed: _____
- Serving utensils: Yes / No / # needed: _____
- Pitchers: Yes / No / # needed: _____
- Other (list):\ : Yes / No

_____ 21. Contact Cook's Guild for list of available equipment/spices/etc. Make arrangements to collect needed equipment before event.

Date to be collected: _____

By whom: _____

Date to be returned: _____

By whom: _____

_____ 22. Arrange to borrow or rent other equipment as necessary.

Item:	Borrow/Rent from:	Cost:

_____ 23. Submit copy of above to seneschal as bid.

Once bid is approved:

_____ 24. Submit information to Midrealm Calendar. (*For standard events, the date should already be posted; submit as update*) Check back to verify the information has been updated & posted.

Date bid approved: _____

Date submitted to calendar: _____

Submitted by: _____

Date updated info posted to calendar: _____

Confirmed by: _____

_____ 25. Design website and link to Midrealm Calendar listing.

Designed by: _____

Proofread by: _____

Link submitted by: _____

Link confirmed by: _____

_____ 26. Design Pale ads and submit to Pale with necessary payment. Print & attach copies to this form for reference. Each event is entitled to one free quarter page ad, or the cost of a ¼ page ad credited toward a larger one.

1st Ad:

Designed by: _____

Proofread by: _____

Submission deadline (2 months previous to ad appearance): _____

Date submitted: _____

Submitted by: _____

Ad size: ¼ page / ½ page / Full page

Payment amount sent: \$_____ Check #: _____

Date confirmed with Pale editor: _____

Confirmed by: _____

2nd Ad:

Designed by: _____

Proofread by: _____

Submission deadline (2 months previous to ad appearance): _____

Date submitted: _____

Submitted by: _____

Ad size: ¼ page / ½ page / Full page

Payment amount sent: \$_____ Check #: _____

Date confirmed with Pale editor: _____

Confirmed by: _____

3rd Ad:

Designed by: _____

Proofread by: _____

Submission deadline (2 months previous to ad appearance): _____

Date submitted: _____

Submitted by: _____

Ad size: ¼ page / ½ page / Full page

Payment amount sent: \$_____ Check #: _____

Date confirmed with Pale editor: _____

Confirmed by: _____

_____ 27. Determine what baronial equipment is needed for the event, and who is responsible for collecting it and bringing it to site.

○ Signs (directions) _____

needed: _____

○ Radios _____

needed: _____

○ Pavilion _____

○ Tiki torches _____

needed: _____

○ List ropes & supports _____

○ Signs (site) _____

Signs needed:

Troll

Royalty room

Scribes room

Staff parking

Royalty parking

Feast parking

Handicapped parking

Childrens

Classrooms (1, 2, 3, etc.)

Merchants

Tavern

Other signs: _____

○ Poles & string/tape for parking _____

○ Site tokens _____

○ Other _____

○ Other _____

_____ 28. What other equipment is needed:

_____ 29. Where will signs be posted to direct people to site (list intersection or landmark):

Who will place signs? _____

Who will collect signs? _____

_____ 30. Write out directions to the site and have someone else test them:

From East:

Confirmed by: _____

From West:

Confirmed by: _____

_____ 32. Plan out schedule of events. Check with list marshals for specific tournaments/events they would like listed in the site flyer. Some items to include:

- Lists open for sign-up
- Authorizations start/end
- Tournaments start/end
- Merchants open/close
- Class schedule w/classroom locations
- Court starts
- Feast starts

_____ 33. Design event flyer and mail or email to all seneschals in the target area for this event. Include site fees, any camping fees, and contact info for autocrat, troll & head cook.

Designed by: _____

Proofread by: _____

Date sent out: _____

_____ 34. Design site flyer/booklet to hand out at event. Some items to include:

- Schedule
- Site map
- Tavern/lunch menu
- Feast menu
- Class descriptions
- List of merchants

_____ 35. Announce the event at meetings. Visit other local groups (with the Gatekeeper or with the extra cash box) to announce the event and take registrations. Bring flyers!

_____ 36. Meet with your staff often! Ask if they need anything, if they have enough help, if there is anything special they want to have/do at the event. Stay on top of plans.

_____ 37. Help your Hall Steward recruit set-up and clean-up crew. Do not just make announcements at meeting – go up to people and ask if they would like to help. If you are planning to feed them at set-up and/or clean-up, mention it!

Day of event:

_____ 38. Be on site as soon as the site liason opens it. Plan to be the last to leave in the evening.

_____ 39. Assign someone as your runner – if something is needed and you cannot go.

Who: _____

_____ 40. Be available! You are NOT the runner if something is needed offsite.

_____ 41. Do not forget to eat and drink. Do not forget to enjoy the event!

_____ 42. Don't panic!

_____ 43. Make sure you have a reliable way to reach the site liason/maintenance person.

Phone number: _____

Pager #: _____

After the event:

_____ 44. Relax!

_____ 45. Check that all money & receipts have been collected and are turned in to the exchequer.

_____ 46. Thank everyone!

_____ 47. Put together report for the seneschal:

What went well?

What went wrong?

How did the site work?

○ What feedback did you hear?

○ What suggestions would you give to the next autocrat?
