

# Three Mountains Event Steward Checklist

The following are required of an event steward by the Three Mountains Customary. These duties are in addition to what is required by kingdom law and common sense.

**An Event Steward is a person to whom the Baronial Council has given sole responsibility for the management of an event.**

## Proposing an Event

- Present a written proposal for the event to Baronial Council. Hard copies should be handed to at least the Seneschal, Chronicler and Coronet.

The proposal must include:

- Nature of the Event
- Date
- Time
- Location
- General Budget
- Event Steward
- Contingency Deputy
- Consulting Steward if necessary
- Primary event crew
- Full and complete contact information

The proposal must be presented to Council

2–4 months before the event if fewer than 100 people are expected

4–6 months before the event if 100-300 people are expected

8–10 months before the event if over 300 people are expected

## Consultant

If the Event Steward is deemed by the Council to have insufficient experience in running the proposed event or is new to the Barony, a Consultant will be required.

For events involving food: There is a maintenance fee that must be included in the proposed budget if the Baronial culinary maintenance fund is below \$1000. This covers the cost of maintaining/replacing the pots, pans, dishes, etc. the barony uses at events. The Exchequer will always know if the culinary maintenance fee is in effect.

Full feast: \$0.25 per attendee

Potluck feast: \$0.10 per attendee

Event related food vendor: 5% of its gross sales

- Sponsored Branch Event Stewards

- Propose event first to the Sponsored Branch's Council,

- Propose the event to the Baronial Council after it has been approved by the Sponsored Branch's Council

*Note: The Event Steward must provide the same information as Baronial Event Stewards*

## Getting ready for the event

- SCA membership is (and will remain) current through the closing of the proposed event
- Create copy for publication which includes:
  - Directions to the event site
  - All pertinent contact information for the Event Steward
  - Contact information for any event staff who need to be contacted prior to the event (for example: camp master)
  - Have all copy, flyers, etc. approved by the seneschal prior to publication or dissemination
    - Note: This and all copy, flyers or other means including electronic by which the Event Steward chooses to advertise the event must be approved by the Seneschal(e) prior to publication or dissemination. The Seneschal will respond to all approval requests within 30 days of the request*
- Send event copy to Kingdom Chronicler for publication in a timely manner
- Send event copy to the Plume editor for publication in a timely manner
- Send event copy to other appropriate newsletters for publication in a timely manner
- Send event copy to the Web Minister for publication in a timely manner
- Send event copy to Kingdom Calendar
- The Event Stewards or their Deputy is required to attend the three Council meetings prior to the event
- Reports for the Baronial Council shall be presented monthly from the time the event is accepted by council until event closure. They should be emailed to the seneschal, chronicler and coronets prior to each Baronial Council.
- Appoint a person to be responsible for Gate that meets with approval of the Chancellor of the Exchequer.
  - Note: No more than one person shall be responsible for putting money in and making change from the cash box per shift. When Gate closes, the Gate person shall count the cash box in front of the Chancellor of the Exchequer, or their Deputy. The Chancellor of the Exchequer or Deputy shall recount the money in front of the Gate person. Both the Gate person and the Chancellor of the Exchequer or Deputy shall sign and date a receipt of monies received.*
- When applicable, establish a refund policy for individuals and merchants for the event, which shall be approved by the Seneschal and the Chancellor of the Exchequer and will be included in both print and electronic event copy.
- Keep the Contingency Deputy fully informed of the details of the event.
- If there is a head cook for the event: They are authorized by the 3M customary to use the Culinary restricted funds to replace any broken or sufficiently damaged event related items of the culinary collection.
- Submit a list of complimentary admissions for approval to the Baronial Council prior to the event.
  - Officials and Baronial Champions having office-related obligations at a Baronial Event are not required to pay a site fee, as determined by the Event Steward, for that event. The person's name, and office or obligation to the event must be included in the list.
  - All Landed Nobility of An Tir are given complimentary admission, especially the Coronets of Terra Pomaria, Stromgard and Dragon's Mist. *Note: Since it is possible to know most, but not all of the landed nobility that will attend an event before hand, that information will need to be accounted for at gate and in the final report for the event. This is the only exception to the below:*
  - Persons not amongst those on the list of complimentary admissions must pay the site fee, and will be refunded at a later time if appropriate and with the approval of the Council.
  - Event Stewards shall not retroactively give complimentary admission to an event once the event is closed.
- Contact all the baronial officers who will have duties for or at the event. Speak with them early and often.
  - Exchequer
  - Chamberlain
  - Lists
  - Web Minister
  - Chiurgeon
- Request any necessary money advances from the Baronial Council
  - All financial decisions are made by consensus of the populace at a Baronial Council and when expenditures are approved, the minutes of the Baronial Council meeting will document the transfer.*
- Give Gate the list of Complimentary Admissions

## **On Site**

- Post any necessary signs for visual assistance to the event site
- Make sure appropriate and sufficient waivers and sign-in sheets are provided to and used by the gate

## **After the event**

- Hand over all receipts to the Exchequer for all funds associated with the event no later than the Baronial Council immediately following the event.
- Give a closing report on the event at the Baronial Council meeting immediately following the event.
  - If the Baronial Council meeting is the week after the event, the Event Steward may, instead, first file a preliminary report at the Baronial Council meeting immediately following the event, submit the moneys, gate sign-in sheets and waivers to the Chancellor of the Exchequer and then present the closing report at the next Baronial Council meeting.
- An event will not be considered closed until:
  - Sign-in sheets and waivers are submitted to the Chancellor of the Exchequer.
  - A financial report has been submitted by the Chancellor of the Exchequer (within 30 days).
  - All Baronial equipment has been returned to the satisfaction of the Seneschal(e), the Chancellor of the Exchequer and the Chamberlain.