

So you want to Steward an Event?

First off, thank you for your service! Without stewards, there would be no events, and with no events, there would be no Dream and no fun! Secondly, the Baronial officers are here to help you! Please contact us with any questions. Contact info can be found [here](#).

Second, know what type of event you will be running so that you know what the requirements are. There are Kingdom Calendar Event (Official/Published), Locally Publicized Populace Event, and Populace Meetings. Baronial Events most likely are a Locally Publicized Populace Event which requires:

Currently the 3 official events for Tir Ysgithr are: Great Helm, Tir Ysgithr Arts & Science and Dragon's Hoard. They all need to be published in Southwind

1. Event form and budget turned into Seneschal and Reeve a minimum of 60 days before the event. This is so that your event gets published for the month before and the month of your event.
2. The event must be published in the Tusker Times
3. The event must be announced in court
4. An event report form should be given to the Seneschal after the event

[Event Guidelines](#) (more information than anyone will ever need on what are the types of events and what are the requirements.)

The next step is going to be getting an event on the calendar. Attend the Baronial Calendar Meeting (or Kingdom Calendar meeting for a Kingdom Calendar Event) and volunteer! You should have an idea for an event in mind and a timeframe. The Seneschal can help you determine if there are conflicts or let you know if there are openings. If there is an opening for a Kingdom event, put together a bid and submit at least 9 months before the proposed event. Be sure to include information for profit sharing and fundraising. The Atenveldt webpage has a great question and answer section for what is needed for placing a bid.

[Kingdom Event FAQ](#)

A Baronial event does not require a bid, but it would be helpful to have an idea of what kind of site, possible budget, and if a feast/luncheon/sideboard would be part of the event.

Timeline for Stewarding an Event in Tir Ysgthir

- 6 months—the event form
In order to complete the event form (get the forms from the Baronial Seneschal or the link at the end of document), you will need to acquire the following:
 1. a site with list of amenities and rules (example pets will be leashed at all times, etc.)

2. Does the site require Proof of Insurance OR Site Specific Insurance?
 3. a budget (see budget section and forms)
 4. feast steward (if applicable)
 5. event article
 6. signatures from the Seneschal and ruling Nobility
- Additionally at 6 months:
 1. steward needs a current SCA membership
 2. acquire contracts for the site for the Seneschal to sign
 3. find out insurance requirements (see insurance checklist)
 4. attend officer's meeting and give a brief report
 5. meet with Financial Committee to set site fee this can be done directly following the officer/populace meeting
 - 3 months—Documents/Advertising
 1. submit the event form, budget and article the Baronial Seneschal by the 15th of the month. They will have the Baronial financial committee review the event. (This has to be done if the Barony is to prefund a Kingdom event as well).
 2. attend an officer's meetings to give a brief report
 3. ask the baronial officers if they will be able to attend (field support, list mistress, marshals, youth minister. Check with the MoA&S for schedule A&S classes/demonstrations).
 4. create short colorful teasers about the event and send them to the baronial media officer for posting on social media
 - 2 months—make confirmations
 1. announce the event in Courts
 2. start conscripting volunteers for specific tasks. Don't forget field heralds.
 3. attend officer meeting to give update
 4. confirm site has been obtained with the and all required paperwork (like contracts, checks & insurance have been signed and received by the contact representative of the facility/city/county.)
 - 1 month—organize
 1. repost updated information to webpages, list servers, etc.
 2. make announcements in Court
 3. get organized with checklists for the day, timetables for event and paperwork/copies that might need to be done
 4. finalize main volunteers and give them a listing of their duties. Ensure they have necessary equipment to fulfill their duties.
 5. attend officer meeting to give update
 6. If applicable, confirm all rental equipment, like port a jons or tables/chairs, pavilions, etc are scheduled for delivery on the correct date & time. Obtain directional signs (street and indoor if applicable).

7. If the Crowns will be in attendance, check with Their Steward/Chatelaine to see if TRM have scheduled any Peerage Circles, Queen's Artisan's Showcases, etc. and if they will be holding court, as this may impact your event timeline.
- Day of the Event
 1. eat breakfast and try to eat other meals
 2. announce in court the rules for the site and events for the day
 3. keep abreast with the baronial officers and ask for help as needed
 4. don't be shy to ask for help from anyone
 5. try to have fun!
 6. remember thank all of your volunteers and people who attended during final court
 - After the Event—final event report
 1. give yourself a few days to “decompress” after the event
 2. take advice and criticism in stride AFTER you decompress
 3. complete a final event report and present it at the next officer's meeting

Feast Budgeting and Planning

Please take the time to do the research to put on a feast that is affordable, plentiful, and inspiring. Talk to people who have put on feasts, they are a wealth of information! Additionally, when calculating feast costs leave some room within the budget—things always crop up last minute!

Read the [Atenveldt Pre-Paid Feast Policy](#)

The Forms (See the Baronial Seneschal or on Atenveldt.org)

[Event Form](#)

[Budget Sheet](#)

[Cash advance request and request for reimbursement](#)

[Final Event Report](#)