

EVENT POSITION DESCRIPTIONS

This is provided as a guide to the roles that are required to make a 'great' event, where all of the work is shared, and all the group benefits from something that really is a major part of what the SCA does. While there is responsibility that goes with some of the lead roles, it does not mean that they are supposed to do everything themselves without assistance.

If you are new to the SCA this is a great way to learn a lot. You can stay within your particular area of expertise or interest such as fighting (marshalling, heralding, setting up fields etc.) A&S (cooking, decorating) or administration (bookings, organising, being 'troll') or just generally helping out.

The underlined roles are essential to any event, and the ones in bold beneath them are ideas as to how that role can be divided up.

STEWARD

Overall responsibility for all aspects of the event (together with group seneschal)

Prepare submission/bid for event and bring together stewarding team

Preparation of program

Oversee all other officers in their preparation

Sign off on the catering menus and arrangements

Prepare publicity and promotional information (actual press releases, website, invitations etc. may be allocated to another deputy)

Prepares risk assessment analysis

Liaise with venue owners/operators

On the day: Be available to all to attend to any issues as they arise
Supervise officers to ensure all activities attended to

Post event: Debrief with officers
Prepare reports as required (Kingdom events require reports to both Kingdom Seneschal and Exchequer) including financial reports

Royal Liaison

This is the contact point for any discussions that are required between Royalty and the Event team. The role of the RL is to make sure that all royal requirements are known and met including but not limited to programs, accommodation, food allergies/preferences.

Deputy Steward

In advance: Assist the Steward in the organisation of the event, and to supervise direct areas of responsibility including Merchants and Bookings.

Assist in the preparation of running sheets

Be the local 'go to' person for the event

Step into the 'steward' role if for some reason the steward is unable to do it.

On the day: To be able to assist in all areas of the event as required at the time.

Post event: Assist in the debrief and the preparation of the reports

Merchants

In advance: Take bookings for merchant stands noting products and requirements

On the day: Ensure all facilities required are available and set up, eg tables

Bookings and Billets

- In advance:** Check books email daily and acknowledge/confirm bookings
Provide any payments to the treasurer weekly with details
Report to deputy steward/steward weekly on numbers
Collate list of possible billets including number of beds, location
Allocate wayfarers to billets and advise both accordingly
- Post event:** Provide detailed report

Scribe/Chatelaine/Hospitaller

- In advance:** Prepare invitations
Establish website/pages
Distribute media releases
- On the day:** Greet any newcomers and assist them with loaner garb as required
- Post event:** Prepare report on distribution of the above

Event Set Up Leaders

- Works with ES, DS and FTL on the overall decorative theme for event
Monitors the development of any decorative items for the event including costs with the DS
Ensures that all areas are ready for commencement of event
Supervises the team setting up the Feasting Hall on schedule for the Feast
Ensures the Feasting Hall is ready for the next day's activities
Supervises the final event venue clean up at its conclusion
Monitor privies for paper and cleanliness

Feastocrat in Charge (FOC)

- Takes overall responsibility for the catering at an event, and coordinates the ordering purchase and delivery of supplies and equipment to the venue.
Prepares the menus, in consultation with the Event Steward, and any individual meal feastocrats if more than one person/team involved.
Provides detailed costings to ES
Debriefs catering teams and reports after the event to the Event Steward.

Lunch Team Leader

- Sets the menu in consultation with FOC and ES
Works with FOC to finalise costings
Coordinates individual team members
Sets up meal area
Ensures kitchen tidy after meal finished
Disposes of left overs

Feasting Team Leader

- Sets the menu in consultation with FOC and ES
Works with FOC to finalise costings
Works with ES to ensure that the Feasting Hall is properly prepared and decorated
Coordinates individual team members
Ensures kitchen tidy after meal finished
Disposes of left overs

Breakfast Team Leader

Sets the menu in consultation with FOC and ES
Works with FOC to finalise costings
Coordinates individual team members
Ensures kitchen tidy after meal finished
Disposes of left overs

Constable in Charge

In general terms the Constable is responsible for:

- Collection of payments and issue of receipts (together with Reeve)
- Ensuring all in attendance have signed waivers before entering event
- Ensuring that the venue is safe
- Ensuring that the behaviour of all participants meets SCA standards
- Care, reporting and custody of any lost property

Troll Leader

Prepare the roster for coverage of the troll table from venue opening until event closure
In consultation with ES and CIC ensure tokens are available for all participants

Marshal in Charge

In general terms the Marshal in Charge is responsible for:

- Marshalling of each tournament – heavy, rapier or archery and ensuring that adequate suitably authorised marshals are available for each event
- Design and marshalling of each war scenario
- Design of tournament structure
- Rostering a team of marshals
- Ensuring that water is available to all fighters
- Ensuring that a Chirurgeon is available if at all possible
- Provide written report to the Bordescros Marshal and Kingdom Earl Marshal as appropriate

Herald in Charge

In general terms the Herald in Charge is responsible for:

- Heralding of each tournament – heavy, rapier or archery and ensuring that sufficient voice heralds are available for each event
- Rostering a team of heralds
- Liaising with the Royal Herald, or with Royalty if there is no Royal Herald as to TRM's requirements for Court
- Ensuring that all relevant Award scripts are available for use/reference
- Noting any awards that are made and providing this information to Crux Australis and Pegasus

Arts & Sciences

- Liaise with the ES on the design and production of decorations suitable to enhance the theme of the event.
- Set up the display area for any A&S competitions
- Arrange for the judging of any competitions, including on behalf of the Kingdom A&S Minister if requested
- Report the result of any competitions to the ES, the Herald in Charge, Bordescos A&SO and the KASM