

Kingdom A & S Championship/Tri-Levels

Purpose of Document

If you are planning on bidding/holding a Kingdom A & S Championship/Tri-Levels event in this document is everything you need to know to put in a bid and hold the event.

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Site Requirements List

- A large room for lots of tables is required.
- Plan on roughly 1 – 8 foot long table for every three entrants. Between 80 to 150 entrants will enter Kingdom A & S Championship/Tri-Levels depending on where it is held in kingdom. (And chairs for entrants and judges.)
- You need to ensure the site is large enough that people can easily walk between the tables and chairs when said chairs are filled with people using them.
- The site should allow access to electrical outlets for some entries (backlighting for stained glass entries, cooks to plug in crock pots, etc)
- You need to allow room for free standing displays (wood furniture or dress forms.)
- You also need room for vocal and dance performances. This may be a separate room or the same room.
- You need a room for use as a privy chamber for Their Royal Majesties (usually both attend this event held in the Queen's name.)
- You need a room for use as a privy chamber for Their Royal Highnesses.
- You need a room for use as a judges respite room.
- You need a large area for not only running the Troll table but also the Entrant Check-in table and the Judge's Check-in table. A good idea would be to set up the troll table far away from the entry doors so people may stand in line without blocking the doorway in and out for others who may be carrying in their entries after checking in.
- Bathrooms must be large enough to change in.
- **MUST BE Handicap/Wheelchair ACCESSIBLE.**

OPTIONAL Items:

- Coffee and hot water for tea for judges. (Strongly recommended!)
- A lunchtime Inn with reasonably priced items. (if running an inn – you should plan on feeding roughly two to three times the number of entrants signed up. So, 80 entrants would equal roughly 200 to 250 people who need to be fed. 80 entrants plus roughly the same number of judges, plus family members and friends, your support staff, and the master scheduler's support staff.)
- Snacks/Breakies for judges. (Recommended.)
- Maps to nearby places to eat – fast food, buffet, and sit-down restaurants.
- Permission to hang flags and pennants to give the place a more medieval feel. (Recommended.)
- Permission to hang posters – displaying judges and their entries/times and entrants and their times/judges. (Strongly recommended.)

Sponsoring Group Duties:

One Year in Advance

- Submit the event/site bid.
- You do not have to provide a name for a master scheduler (formerly known as a judge wrangler), the Kingdom A&S Minister may wish to appoint someone instead. **Ask.** You **DO NOT** need an entrant handler in addition to the master scheduler. To many people/links cause unnecessary delays and lost/overlooked submissions.
- Once the bid is accepted – get a signed contract with the site.
- **Confirm (in writing)**
 - When you may open the doors. (Send this info to the Master Scheduler ASAP.)
 - When you have to close the doors. (Send this info to the Master Scheduler ASAP.)
 - Who is responsible for setting up the tables and chairs and putting them away.
 - Who is responsible for cleanup (some sites require their own janitorial service clean up. We'll still do most of the work but they may sweep/mop the floors.)
 - Who will unlock/lock up (some sites require their own personnel to do this, others tell you to come by the day before and pick up a key.)
 - If you may have alcoholic beverages on site (entries for tasting purposes only by judges.) If you cannot then you must provide in your bid either notice that alcoholic beverages will not be allowed, or that you will provide an off-site place nearby for judging those entries.
 - Local group running an Inn. This is an **optional** item as the local group does not have to provide an Inn. There have been A&S Events with and A and S Events without.
- That there is plenty of free parking nearby. We don't want our entrants or judges to park half a mile away and carry their entries into the event.
- Send info to the Kingdom Reeve so that it may be placed on the Kingdom's official calendar of events.

Six Months in Advance

- Double-check with site that you are still on their books. Reservations have been misplaced in the past especially when there is turnover in personnel who are responsible for booking the site.
- Start getting your event flyer put together. You need to submit this at least three months in advance to the Mews and it should appear at least two months running.
- Start announcing on the various e-lists about this great upcoming event.
- Talk it up to your friends. On the Internet. At events. In a word – Advertise! Start Early. Don't depend on the master scheduler, the judge wrangler, or the Kingdom A&S officer to do this for you. It is your event – you need to advertise it!

Four Months in Advance

- First flyer goes into the Mews. This flyer should contain not only the basic event info but also include address (street and email) where entrants may send their entry signups and potential judges may sign up.
- The website for the event goes up.
- A link is provided to the kingdom web site to link to on the kingdom calendar.

Three Months in Advance

Second/last flyer goes into the Mews.

Two Months in Advance

- Start signing up your people to work at Troll, open/close the site, make plans for funding/running the inn.
- Start making the Populace Token Holders. These holders are used to hold tokens from the populace (ranging from beads to candy to buttons, etc). They should be roughly a four inch square about two inches in height. These items may be made of paper, pottery, fabric. It doesn't matter. There should be approximately 100 made with provision for more to be made as time gets closer and you see if the number of entrants is going to go over that amount.

Two Weeks in Advance

- Get listing of entrants from the master scheduler and start making the name tents. These tents are to be roughly an 8&1/2 by 11 inch sheet of paper folded in half. The first name of the entrant should have letters that are 2 inches high with the rest of the name appearing below it.
- Make any additional token holders needed.
- Make final preparations for the Inn (if running one.)
- Prepare site maps, dining out maps, and post reveal maps.
- Prepare sheets for Troll checkin
- Check with the master scheduler about day of time lines. Schedule your Inn around when the judging breaks for lunch.
- Check with site about smoking areas allowed/disallowed.

Day Of

- Ensure signage (road signs) are in place an hour before the general populace is supposed to be there.
- Ensure signage (pointing to troll) is in place an hour before the general populace is to arrive.
- Get there at least an hour before the doors open to the general populace.
- Set up and clearly identify the Troll, Entrants and Judges tables.
- Hang any banners.
- Clearly label the Privy Chambers for TRM's and TRH's.
- Clearly label the Judges Respite room.
- Hang the Judges and Entrants posters (provided by the Maste Scheduler.)
- Run Troll.

Inn at Kingdom A & S Championship/Tri-Levels

An inn at Kingdom A & S Championship/Tri-Levels is not necessary. Especially if there are fast food and buffet type restaurants located within six blocks of the site.

However, if you choose to do an inn please keep in mind the following:

- Entrants and Judges will not be bringing their feast gear, so you will have to factor in the cost of styrofoam plates, bowls, cups, napkins and plastic silverware into your meal costs.
- The inn should cover the lunch hour(s) and at least one-half hour before and after the official lunch hour – talk to the master scheduler about when this will be. The Master Scheduler will often be in consultations with TRM's and be altering the schedule to allow for Vigils, Witan meetings, etc.. This allows you to provide lunches for staff, any one with children, and judges/royalty who may be free before the lunch hour starts and also provide for those entrants who are performing over the lunch-hour or attending meetings during the lunch hour.
- The inn should prepare food to feed the number of entrants times four. So if we have 50 entrants we would prepare food for 200 people. This should be enough to cover the staff, judges, entrants, royalty, retinue, and family/friends who rode with all the above.
- Please allow for more than one serving for some individuals. If you do brats and hot dogs – know that at least a third of the individuals will want two on their plate. So, you would need at least 260 brats/hot dogs under the scenario presented above.
- You need to provide a place for them to sit and eat at tables and chairs. Standing will only create a lot of messes to clean up. Eating at the display tables should be considered a major no-no! And having them sit on the floor means there will be crumbs and spills to cleanup.
- Vegetarian fare should also be considered. And plain food that will appeal to children.

Master Scheduler Duties

It is highly recommended that you have a printer that is capable of printing the criteria and copying multiple copies of criteria.

The Master Scheduler duties are not time-consuming until the last week before an event. Entrant envelopes are labeled with the entrants name as they come in and criteria are printed and stuffed into the envelopes. This should be done as they arrive because it is time-consuming to print/copy just the criteria you need – three copies of level they have asked to be judged at and one of each of the other two levels for each envelope. Printing/copying the criteria can take considerable time depending on the printer/copier you use. It should not wait until the last week or even the night before unless you like going without sleep.

Three/Four Months Before

Get with the Kingdom Judge Wrangler deputy to start lining up judges. You know you will have costuming, cooking, illumination, weaving entries. We always do. It is the armor, woodworking, musical instruments, performance based entries that may or may not be entered. You and the judge wrangler need to start lining up judges. Rule of thumb – you will need as many judges as you have entrants. So, if you have 100 entrants, you should have approx 100 judges lined up.

Month Before

Entrants should not be allowed to judge at this event. If they are allowed to judge, they must be entered at at the advanced level and only allowed to judge the beginner level in a category they are NOT entered in. Under no circumstances should any entrant be allowed to judge the Championship entries.

- Obtain a listing of the judges who will be attending and a listing of all judges from the Kingdom Judge Wrangler. You will need both.
- Print off enough Judging Feedback/Point sheets that each entrant gets one in their envelope.
- Begin filling out your entrant envelopes as the entries arrive and stuff with their appropriate criteria and the Feedback/Point sheet(s).
- As unusual entries come in contact possible judges for interest in judging that item. Especially for items that may not have been judged before and thus no known judge is experienced in this area. Some entries may require judges from multiple disciplines to provide appropriate feedback to the entrant.
- For those entries where judges do not immediately come to mind or where you do not have enough judges – confer with the Kingdom A&S Minister and the Kingdom Judge Wrangler on how best to recruit the additional judges/expertise needed.

Two Weeks Before

NOTE: Be aware that TRM's may request that the entrant deadlines be changed or moved back. They may also request court time or request a delayed start time so they can put someone on vigil. You can slide the times around and reduce the amount time for each judging slot to 45 minutes or even 30 minutes if you need to. Stick with slots 1,2,3 for planning purposes. Assign the times only when you send out the emails confirming judging times to judges and entrants (and after you have verified that the schedule is acceptable to TRM's and TRM's chamberlain.)

Fill out Entrant Envelopes.

Print their name on the outside.

Print off copies of the criteria for the categories in which they have entered. Stuff into envelope.

Begin assigning judges to the entrants. Use the following method and listings:

- For cooking entries where the entry will be served hot – schedule them first thing in the morning. Most if not all the cooking entries should be judged in the morning due to the worries of keeping food fresh and at optimal temps.
- For those entrants who also have children entered mark an x on the appropriate entrant's time slot so that they may be with the children while they are being judged.
- For those judges who may have children entered – mark an x on the appropriate judges time slot so they may be with their children while they are being judged.
- Send out an inquiry to ensure you have received all your entrant applications.

EXAMPLE:

Susie has two children as well as herself entered into Kingdom A & S Championship/Tri-Levels. Put an x in the slot where the oldest child is being judged. Then put an x in the slot where the younger child is being judged. This leaves you four slots within which to schedule their own judging session.

Entrants List:	Slot 1	Slot 2	Slot 3	Lunch	Slot 4	Slot 5	Slot 6
Susie		x			x		Jack / Judge 2/ Judge 3

On the judges side we have Jack and his son who is entered. The Judges scheduling list would look like:

Judge	Slot 1	Slot 2	Slot 3	Lunch	Slot 4	Slot 5	Slot 6
Jack	Joe/ Wood working	Jane/ Illumin.	X		Bill/ Embroidery		Dorothy/ Embroidery

Where X indicates the time slot his son is being judged. This allows Jack the option of being there as moral support for his son or of taking some time off.

- Once you have all the X's worked out then start filling in the judges and entrants list at the same time. This way you will encounter fewer scheduling errors.
- If you have six slots for judging then do not fill up more than four slots for the judges. You need to give them time to go around to the other entries and look things over and also allow for rescheduling or filling in for absentee judges. It also allows makes for fewer slots you have to reschedule if they themselves do not show up.
- Send entrant categories/entry descriptions to the judges along with initial times to the judges. The judges like to be informed early so they can refresh themselves in that area with extant resources/bibliographies, etc. IE: Read up on.

The Week Of

- Print your initial schedules and cross-check them against the entrants and judges list.
- Is every entrant on the list?
- Are the judges listed on the entrants list the same as are listed on the judges /entrants list?
IE: if Susie is being judged in slot 5 by Jack, does Jack have Susie listed in slot 5 to be judged by him?
- This is the week when entrants and judges will contact you to let you know that they can't make it and/or are/are not sending their entries. Take your markers and start marking them absent on your initial printouts.
- About three days before – make another pass at the whole judging/entrant times cross-listings and begin filling in for missing judges or marking empty those places where an entrant is not coming and not sending their entry.
- Email judges (if possible) about changes in their schedule.
- Print off schedules for each judge to be given to them when they check in the day of the event. This can consist of labels showing time/category/entrant name on a 3x5 card with judge's name at the top.
- On front of entrants envelopes – write the times/category being judged. Ensure it is stuffed with judges forms.

Day Of

You need to bring to the event:

- Entrant envelopes with criteria inside. Should have entrant name and time to be judged as well as a listing of the judges names.
- Cards with the Judges names on it and their schedule with times/entrants names on it.
- Three copies of the Judge's Schedule – two to hang/post for judges to view and one for the judge's check-in table. The one for the judge's check-in table should be large enough to write in changes.

- Three copies of the Entrant's Schedule – two to hang/post for entrants and one for the judge's check-in table for easy reference.
- One copy of the Judges listing which contains all the categories they feel they are qualified to judge.
- Four markers of different colors. One to mark those who aren't coming. One to mark those entrants whom have checked in. And one to mark those entrants who sent in their entries but are not coming. And a spare. These should be see-through or hi-lighter colors.
- Tape to tape down the listings at the judges check in table.
- Copy of the judging/commentary sheet for each entrant.
- Thank you notes for each judge. Have some spare blank ones for those judges who are asked to step up to the plate on the day of and judge in place of missing judges.
- Extra Judging Sheets.

Altering the Schedule

- When you are altering the schedule the day of - you need to start at the first hour and work that one through – whether its replacing a missing judge or moving the entire entry to a later slot on the chart due to problems encountered by the entrant.
- When the first time slot has been altered – start working on the second time slot. And so on until all time slots requiring rework have been completed.
- Have spare cards ready to write on them the changes to the judges schedules (small post it notes to paste to the master posted schedules would be great here also.)
- Have a complete set of the criteria available to make copies of if an entrant or a judge states that the wrong criteria have been provided.

Forms:

Entrant Form

This form should be web-based and fit on one sheet of paper if printed. It should also be set up to email to the master-scheduler automatically when someone enters the info.

Information it should contain:

- Entrant Legal Name
- Entrant SCA Name
- Affiliations: Apprenticed/protégé/squired to. Person who gave you lots of help on your entry. (we don't want to accidentally assign them to judge the entrant)
- Entrant Contact info: Address/Phone/Email
- Level to be judged at: Beginner / Intermediate / Advanced / Championship checkboxes.
- Category (it would be good to have a drop-down box from which to select) The official categories are listed on the Kingdom A&S website for criteria.
- Item Short Title (no more than 30 characters)
- Item Description – can be up to 1000 characters.

Entrant Listing

Should contain all the info from the Entrant Form. This should be placed on a spreadsheet that is easily sorted and columns can be moved around or copied onto other spread sheets. One line per entrant.

Judges Listing

This spread sheet should list the judges name, their contact info, and categories they can judge. A recommended way to set this up would be a separate row for each category for a particular judge.

EXAMPLE:

Jack Illumination
Jack Embroidery
Jack Woodworking

This will allow you to sort quickly and easily for those categories where you are looking for judges to match to an entrant.

Judges Schedule

This schedule will be enlarged and printed to be hung at the event and also a copy provided to the check-in table so that it may be adjusted for no-shows, other glitches. This spread sheet has the following columns:

- Judges Name
- Time Slots (1, 2, 3 etc instead of actual times – less confusion if you have to slide the times because of unexpected delays: weather-related, meetings, royalty whims)
- The time slots need to be large enough to put the entrant name and category they are being judge in.

EXAMPLE:

<u>Judge</u>	<u>Slot 1</u>	<u>Slot 2</u>	<u>Slot 3</u>	<u>Lunch</u>	<u>Slot 4</u>	<u>Slot 5</u>	<u>Slot 6</u>
Jack	Joe/ Wood working	Jane/ Illumination			Bill/ Embroidery		Dorothy/ Embroidery

Entrants Schedule

This schedule lists the entrant name along with their time to be judged and the judges names. Three enlarged copies should be printed – two to be hung at the site and one for the judges table to help speed adjustments/lookups.

EXAMPLE:

<u>Entrant</u>	<u>Slot 1</u>	<u>Slot 2</u>	<u>Slot 3</u>	<u>Lunch</u>	<u>Slot 4</u>	<u>Slot 5</u>	<u>Slot 6</u>
Bill					Jack / Judge 2/ Judge 3		

Jack is one of the judges listed in slot 4 for this entrant.

FeedBack Point Sheet

This sheet should be somewhat generic. The top two thirds to three quarters should list approx 8 categories . The lines for discussion need to be there to encourage the judges to write down recommendations/commendations. The bottom part is to be turned in to the master scheduler and Kingdom A&S Minister for counting. **ESPECIALLY IMPORTANT FOR CHAMPIONSHIP ENTRIES!** Tri-level entrants may elect to just do feed back and have their points withheld from the final accounting if they so choose.

EXAMPLE:

Entrant Name _____
Judges Names: 1. _____ 2. _____ 3. _____

Category 1: ____ Discussion: _____

-
-
-

Category 8: ____ Discussion: _____

----- Tear Here -----

Entrant Name: _____ Level Judged At: _____

Category 1: ____ Category 2: ____ Category 3: ____ Category 4: ____

Category 5: ____ Category 6 ____ Category 7 ____ Category 8: ____

Grand Total Points: _____