



# Foundations of Event Stewarding

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# Agenda

Introduction

Understanding the Role of an Event Steward

Planning, Organization & Assembling Your Team

Promoting Your Event

Day-of Logistics & Post-Event Responsibilities

Tips & Takeaways





# Understanding the Role of an Event Steward aka All Guts No Glory

*First tip: A sense of humor is key!*

# What does the Event Steward do?

Events are the heart of the SCA experience. They bring our community together to share the joy of combat, arts & sciences, courtly pageantry, and camaraderie. As an Event Steward (formerly known as an autocrat), you are responsible for orchestrating all the moving parts that make an event successful. This role requires organization, communication, flexibility and a passion for bring the dream of the SCA to life.

Essentially, the Event Steward is the manager in charge. It is one with the skills and leadership ability to execute their vision and orchestrate a well-run event. Hopefully, you'll have a lot of fun along the way!

# Where to Begin?

- Which event do you want to steward?
  - Know your local group's annual events.
  - Do you want to propose a new event?
    - *Tip: If you're new to event stewarding do not begin with a Kingdom event.*
  - Does your group have an event bid process?
    - Do your research and understand the process.
    - Time for the legwork. Do you have a site? Have you spoken with them and taken a tour? Has the site provided you with a copy of their contract for review? Does the site require insurance? Consider the activities your event will have. \**Equestrian requires additional insurance.* Is there a feast?
    - Prep your bid. Begin with your budget. A copy can be found on the Atlantian website: <https://exchequer.atlantia.sca.org/forms.php>
      - *Tip: Your Exchequer will become your best friend during this process.*



Congratulations!  
You've Been  
Selected as the  
Event Steward for...

*Now what!?*

# Planning & Organization

- SPIKE Your Date & Establish Your Timeline.
  - Does your event date need to be SPIKED? To SPIKE (reserve & publish) your date with Kingdom go to: <https://spike.atlantia.sca.org/> \*Your proposed date may not conflict with protected Kingdom dates: Crown Tourney, Coronation, UoA, Unevent. \*\*Is your event within 50 miles of another event happening the same date?
  - How long until event day?
    - Lists and a calendar are your friend!
      - Is the site contract signed? \*\**When is payment due?*
      - Do you need to arrange for site amenities? \*\**Porta-castles, Handwashing stations, etc.*
      - Does the site require an Insurance Certificate?
      - Do you plan to use SCORES for event registration?
      - Do you have key staff members in place? *(Staff! What staff???) I can do it all on my own! :-P)*
      - *Is your event a Royal Progress?*
      - *When will you begin promoting your event and where? Facebook, Discord, Instagram, TikTok? Do you have someone who can handle social media promotion?*

# Planning & Organization - Continued

- Assemble Your Event Staff
  - Who are your key staff members?
    - Marshals
    - MOL
    - Reservationist
    - Head Gate
    - Feast Steward / Hall Steward
    - Parking Steward
      - *Know who and what you need for your specific event!!*
  - *Once key staff members are in place it is time to DELEGATE tasks and COMMUNICATE effectively.*





Final Details.  
Day of the Event.  
Post-Event.

*I came here to put on an event & chew bubble gum. And I'm  
all out of bubble gum.*

# Here We Go!

## One month prior to the event:

- Ensure staff has everything they need to be successful. Plan your date to pick up required equipment from your group storage locker. Staff should provide you with a list of their needs ideally six weeks before the event. \*\*Make sure you're communicating with them.
- Delivery date for site amenities. Have you notified the site contact that xxx is being delivered?
- Call for volunteers: set-up, tear-down, miscellaneous hands throughout the day of. You'll need them.
- Draft your event schedule.
- Remind staff that if they have purchased items for their activities – prizes etc. They must bring their receipts to submit to the Exchequer the day of the event. \*\**You may need to send this reminder multiple times.*
- Determine the day/time of set-up and notify the site contact. Do you know when you need to be off site?

## Day of and Post event:

- What time does staff need to be on-site? \*\**Communicate this as early as a month before, if possible.*
- Delegate someone to place directional signage.
- Is Gate ready? Do they have the cashbox and required waivers? Is the SCA No-Bullying policy placed in conspicuous places?
- Are all activity area's set-up and ready to go?
- When the time comes, open the Gate and enjoy!
- End of the event the Exchequer & Head Gate will count the money.
- Exchequer will write checks to staff for receipts submitted.
- Five days following the event the NMR report is due to the Kingdom Exchequer. Your Exchequer will work on this with you.
- Event Reports must be submitted for every event. The Event Steward, Exchequer, and Seneschal are each responsible and should work together to produce the final report with all receipts. The Event Report and corresponding receipts are due to Kingdom within 21 days of the event date.

# Q&A and Final Thoughts

It wasn't so bad, was it?



# Thank You

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