

EVENT STAFF POSITIONS

Roles and Responsibilities Guide

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RESPONSIBILITY FOR ALL STAFF

All staff members share the following responsibilities:

- Report the details of their activity to the Event Steward before, during, and after the event.
- Report the details of their activity to the Web Minister for event website and social media updates.
- Communicate promptly with other staff members whose roles interact with their own.
- Be present and available during the event to handle issues within their area of responsibility.
- Recruit and coordinate any volunteers or deputies needed to assist with their duties.

EVENT LEADERSHIP

Event Steward (Autocrat)

Provides the overall theme of the event. Communicates the broad strokes of what the event will be and what will occur—time and place in history, general type of event (tournament, feast only, social gathering and gaming event, etc.), special event focus (coronation/investiture, annual group event, special training event, etc.), and any other particulars about the event.

Generates an overall mission statement or organizing paragraph that encapsulates the type, style, and purpose of the event.

- Overall responsibility for planning, organizing, and executing the event.
- Files an event specific deputy Seneschal waiver with the Sponsoring group Seneschal
- Signs contracts and work orders on behalf of the sponsoring group.
- Primary point of contact for the site, Kingdom/Baronial officers, and Royalty.
- Coordinates all staff members and ensures everyone understands their responsibilities.
- Develops and manages the event budget in coordination with the Exchequer.
- Ensures the event is properly registered (Spiked) and advertised.
- Ensures proper communication between all staff. Before the event this may require group chats, virtual meetings, or in-person meetings. On site, this may require the sourcing and maintenance of portable radios.
- Handles emergency situations and makes final decisions on event-related issues.
- Submits required reports and financial documentation after the event.
- Handles collection of Lost and Found Items.
- Ensures all Kingdom, Baronial, SCA, and modern law and policies are followed.

Emergency Deputy Event Steward

- Serves as backup to the Event Steward and is prepared to assume full responsibilities if needed.
- Stays informed of all event planning details and staff assignments.
- Assists the Event Steward with coordination and decision-making during the event.
- Takes charge in the Event Steward's absence or if the Event Steward is incapacitated.
- Should have contact information for all staff members and key contacts.
- Familiar with site contract, event schedule, and emergency procedures.

FOOD SERVICE

Head Cook

- Plans and prepares the feast menu, considering dietary restrictions and allergies.
- Creates shopping lists and coordinates food purchasing within budget.
- Manages the kitchen staff and volunteers(servers) during food preparation and service.
- Ensures food safety standards are maintained throughout the event.
- Coordinates serving times with the Herald and Event Steward for court schedules.
- Coordinates servers or provides and works with a Head Server.
- Communicates menu details to the Web Minister for publication.
- Manages leftovers appropriately and ensures proper food storage.

Kitchen Clean Up

- Organizes and leads the kitchen cleaning effort during and after the event.
- Ensures all dishes, cookware, and utensils are properly washed and stored.
- Coordinates with Head Cook on timing of cleanup activities.
- Recruits and manages volunteers to assist with washing and drying.
- Ensures kitchen area meets site requirements for cleanliness before departure.
- Properly disposes of trash and food waste according to site rules.
- Returns the kitchen to its original condition or better.
- Reports any damage or issues with kitchen facilities to the Event Steward.

REGISTRATION & FINANCE

Reservationist / Gate Keeper

- Must be a member of the SCA and ensure that anyone handling money is also a member of the SCA and is over 18.
- Manages pre-registration process (online and by mail) and maintains attendee records.
- Sets up and staffs the gate/registration area during the event.
- Ensure that first time volunteers take the required training (Available on the Exchequer website)
- Collects site fees and feast payments, issuing receipts as needed.
- Verifies SCA membership status and applies appropriate pricing.
- Coordinates with the Exchequer on cash handling and financial procedures.
- Maintains accurate attendance counts throughout the event.
- Provides waivers and ensures all attendees sign required forms.
- Handles day-trip vs. overnight registration and tracks camping/cabin assignments; shares all registration details with Event Steward and Emergency Deputy.
- Submits final attendance numbers and waivers to Event Steward.

MARTIAL ACTIVITIES

Marshal in Charge (MIC)

- Overall responsibility for all martial activities at the event.
- Ensures fighting fields are properly set up and safe for combat.
- Coordinates with Event Steward to assign specialty marshals (rapier, archery, thrown weapons, etc.).
- Coordinates with Event Steward or Field Layout Coordinator to ensure proper space for planned marshal activities.

- Coordinates with Site Steward or Logistics Coordinator to acquire, set up, use, and return any equipment (list fences, archery netting, targets, etc.) or for the delivery and disposal of any hay bales needed.
- Conducts or oversees armor and weapons inspections.
- Enforces all SCA and Kingdom combat rules and safety standards.
- Handles any injuries or safety incidents on the field.
- Coordinates tournament schedules with the individual activity marshals, Event Steward, and Minister of the Lists.
- Provides martial activity details and tournament information to the Web Minister for publication.
- Collects and submits marshal reports after the event as required.
- Arranges prizes for competition winners (if applicable).
- Communicates competition winners (or ensures discipline deputies do so) to the Event Steward for recognition in court.

Minister of the Lists (MoL)

- Manages fighter registration and check-in for tournaments.
- Verifies authorizations and membership status of all combatants.
- Creates and manages tournament brackets and lists.
- Tracks bout results and advances winners through tournament rounds.
- Coordinates with the Marshal in Charge on tournament format and timing.
- Provides fighters names and matchups to the Herald for field calls.
- Maintains accurate records of all tournament results.
- Submits required reports to Kingdom MoL after the event.
- Recruits and coordinates list table volunteers as needed.

CEREMONIES & COMMUNICATION

Event Herald in Charge

- coordinates with Event Steward the heralding needs for the event
- Makes or coordinates public announcements and cries throughout the event.
- Coordinates court ceremonies with Royalty/Nobility and Event Steward.
- Performs or coordinates List Field Heralding
- Announces schedule changes and important information.
- Ensures opening and closing ceremonies are properly conducted.
- Ensures all court reports are submitted accurately and in a timely manner.

Web Minister

- Creates and maintains the event website with current information.
- Posts event details including schedule, directions, fees, and contact information.
- Updates website as new information becomes available from staff.
- Coordinates with staff to gather content for online publication.
- Works with Event Steward to create and communicate deadlines with staff members on publication of key information.
- Posts feast menu, tournament information, A&S competitions, and class schedules.
- Ensures online registration links (if used) are working properly.
- Archives event information after the event.
- Responds to online inquiries or directs them to appropriate staff.

- Recruits appropriate deputies depending on their own skills and the needs of the event (e.g., assigning a social media person to handle Facebook while managing HTML coding for the website directly).

ARTS & ACTIVITIES

A&S Coordinator

- Plans and organizes Arts & Sciences activities, displays, and competitions.
- Recruits judges and coordinates judging criteria and schedules.
- Arranges display space and ensures proper setup for A&S exhibits in conjunction with the hall or field steward (as applicable).
- Promotes A&S activities and encourages participation.
- Coordinates class schedules with instructors (if applicable).
- Provides A&S competition details, class schedules, and entry information to the Web Minister for publication.
- Arranges for prizes or recognition for competition winners.
- Works with Event Steward to announce A&S results during court.
- Documents competition results and submits reports as required.
- Ensures display area is cleaned up and items returned to owners.

Children's Activities Coordinator

- MUST have a valid background check.
- Plans age-appropriate activities for children attending the event.
- Sets up and supervises the children's activity area.
- Ensures all activities are safe, follow the two-deep rule, and appropriate for various age groups.
- Recruits and coordinates volunteers to assist with children's activities.
- Communicates activity schedule to parents and the Web Minister.
- Maintains appropriate supervision ratios and safety standards.
- Coordinates with Event Steward on location and timing of activities.
- Ensures area is cleaned up and supplies are properly stored.
- Note: Parents/guardians remain responsible for their children at all times.

Newcomer's Activities Coordinator

- Coordinates with Event Steward for an appropriate location for Newcomers Point (should not be part of Gate).
- Oversees the availability of Gold Key loaner garb, and potentially feast gear if necessary.
- Ensures Gate has information on where Newcomers Point is located and can direct people there appropriately.
- Coordinates with the Royal Liaison for newcomer introductions to Their Royal Majesties, Their Royal Highnesses, and Their Excellencies if possible.
- Welcomes newcomers and helps them feel included at the event.
- Provides orientation information about the SCA, the event, and the group.
- Answers questions and directs newcomers to appropriate resources.
- Organizes newcomer-friendly activities or tours of the event.
- Connects newcomers with members who share their interests.
- Distributes newcomer information packets or materials.
- Provides newcomer activity details and resources to the Web Minister for publication.
- Coordinates with the Herald for newcomer introductions if appropriate.

- Collects contact information for follow-up after the event.
- Reports newcomer attendance and feedback to Event Steward.

SITE & LOGISTICS

Site Steward (Logistics Coordinator)

- Oversees site setup before the event and tear-down afterward.
- Oversees the layout of tents around the field or other main areas of the event. Works with the Reservationist and Web Minister (or assigns a deputy to do so) to properly communicate space availability to the populace and ensure they can gather proper tent information.
- Conducts walk-through inspection with site contact at start and end of event.
- Documents site condition with photos before and after the event.
- Coordinates placement of signs, decorations, and directional markers.
- Ensures trash is collected and disposed of properly throughout the event.
- Ensures the proper placement of portable toilets and hand washing stations (if necessary).
- Appoints a deputy to, or ensures personally, there are proper amounts of toilet paper and other hygiene products in designated areas.
- Organizes the final site cleanup and ensures all areas are inspected.
- Returns the site to its original condition (or better) per the contract.
- Reports any damage or issues to the Event Steward immediately.
- Works with the Event Steward to ensure proper parking is available, and then enforces (or has a deputy enforce) parking rules.
- Coordinates with other staff on their area-specific cleanup needs.
- Transports, or arranges for transport of, group equipment from storage to the event and back. Works with the group Quartermaster to properly check out and return group equipment.
- Schedules the pre- and post-event storage runs, and recruits people to assist in loading and unloading group equipment.

Hall Steward

- Responsible for the decoration and overall appearance of the hall or main indoor space.
- Plans and executes hall decorations in coordination with the Event Steward's theme and vision.
- Manages feast sign-up and coordinates seating arrangements with the Head Cook and Reservationist.
- Arranges the hall layout for different activities throughout the event, including court, classes, feast, meetings, and other scheduled activities.
- Rearranges furniture and setup as needed between activities to ensure smooth transitions.
- Coordinates timing of hall changes with the Event Steward, Herald, and other relevant staff.
- Recruits and manages volunteers to assist with setup, transitions, and tear-down of the hall.
- Ensures tables, chairs, and other furniture are properly set up and safe for use.
- Works with the Head Cook on feast hall setup, including table arrangements and serving areas.
- Coordinates with A&S Coordinator if display space is needed in the hall.
- Ensures the hall is cleaned and restored to its original condition after the event.
- Reports any damage or issues with hall facilities to the Event Steward.

Accessibility Officer

- Advocates for inclusive practices in event planning.
- Ensures the event is welcoming to people with disabilities and is as accessible as possible within the limitations of the site.

- Reviews site for accessibility issues and communicates limitations in advance.
- Coordinates accommodations for attendees who request assistance.
- Identifies accessible parking, pathways, elevators, seating, and restroom facilities.
- Works with other staff to ensure activities can accommodate various needs.
- Serves as point of contact for accessibility questions and concerns.
- Arranges for specific accommodations such as reserved seating or golf cart transport.
- Documents accessibility features on event website and publications.

ROYALTY & NOBILITY COORDINATION

Royal Liaison

- Primary point of contact between the event staff and attending Royalty/Nobility/Royal Staff.
- Potentially serves as coordinator and point of contact for Vigils—ensuring the vigils have access to the amenities they need while ensuring secrecy around the candidate of any given vigil.
- Communicates with Royal/Noble households regarding schedules and needs.
- Coordinates Royal room setup, reserved seating, and any special requirements.
- Ensures Royalty/Nobility are informed of event schedule and any changes.
- Arranges for Royal processions, entrances, and court setup.
- Coordinates meals, refreshments, and breaks for Royalty during the event.
- Works with Herald on court scheduling and ceremony logistics.
- Handles any special requests or issues that arise during the event.
- Acts as a buffer to allow Royalty to focus on their ceremonial duties.
- For local events: coordinates with visiting Baronage or other nobility attending.

NOTES FOR EVENT PLANNERS

Staffing Flexibility

Not all positions are required for every event. Smaller events may combine roles, while larger events may need to split responsibilities further. The Event Steward should determine staffing needs based on the size and scope of the event.

Communication Timeline

Staff should be recruited 6-12 months before the event for kingdom and large local events, and 4-6 months before for local events. Regular check-ins should occur monthly, then weekly as the event approaches.

Reporting Requirements

Many positions have Kingdom-level reporting requirements. Staff should familiarize themselves with any reports they need to submit and their deadlines. The Event Steward should follow up to ensure all reports are completed.

Deputy Positions

For larger events, each staff position should consider having a deputy who can assist and serve as backup. This provides coverage during breaks and ensures continuity if issues arise.