

EVENT STAFF QUICK REFERENCE

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ALL STAFF: Report activity details to Event Steward & Web Minister. Communicate with interacting staff. Be present during event. Recruit volunteers as needed.

POSITION	KEY RESPONSIBILITIES
EVENT LEADERSHIP	
Event Steward	Overall event responsibility. Sets theme and vision. Primary contact for site, officers, Royalty. Coordinate staff and communication (group chats, meetings, radios). Manage budget. Handle emergencies. Submit reports. Ensure all policies followed.
Emergency Deputy	Backup to Event Steward. Stay informed of all details. Take charge if needed. Have all contact info and emergency procedures.
FOOD SERVICE	
Head Cook	Plan menu (dietary needs). Manage kitchen staff. Ensure food safety. Coordinate serving times with court. Coordinates servers/head server. Provide menu to Web Minister.
Kitchen Clean Up	Lead cleaning effort. Wash/store dishes. Coordinate timing with cook. Return kitchen to original condition. Report damage.
REGISTRATION & FINANCE	
Reservationist / Gate	Must be SCA member; money handlers must be 18+. Manage registration (online/mail). Collect fees. Verify membership. Coordinate with Exchequer. Track attendance. Submit waivers to Event Steward. Share details with Event Steward/Deputy. Submit records.
MARTIAL ACTIVITIES	
Marshal in Charge	Oversee all martial activities. Set up fields. Coordinate with Event Steward for specialty marshals and field layout. Coordinate with MoL. Work with Site Steward for equipment. Inspect armor/weapons. Enforce rules. Handle injuries. Arrange prizes. Report winners for court. Collect/submit reports.
Minister of Lists	Fighter registration. Verify authorizations. Manage brackets. Track results. Coordinate with MIC. Announce to Herald. Submit reports.
CEREMONIES & COMMUNICATION	
Event Herald in Charge	Public announcements. Coordinate court with Royalty. Call fighters. Announce schedule changes. Opening/closing ceremonies. Ensure court reports submitted.
Web Minister	Create/maintain event website. Post schedule, fees, directions. Work with Event Steward on publication deadlines. Update as info comes in. Post menu, tournaments, A&S, classes. Handle online inquiries. Recruit deputies as needed (e.g., social media).
ARTS & ACTIVITIES	
A&S Coordinator	Plan A&S activities/competitions. Recruit judges. Arrange display space. Provide details to the Web Minister. Coordinate results announcement with Event Steward.
Children's Activities	Plan age-appropriate activities. Supervise area. Ensure safety. Communicate schedule to parents & Web Minister. Parents remain responsible for children.
Newcomer Activities	Coordinate Newcomers Point location (separate from Gate). Oversee Gold Key loaner garb. Ensure Gate can direct newcomers. Coordinate with Royal Liaison for introductions. Welcome newcomers. Provide orientation. Organize tours. Distribute info packets. Provide details to Web Minister. Collect contacts for follow-up.
SITE & LOGISTICS	
Site Steward (Logistics)	Setup and tear-down. Oversee tent layout; communicate space availability. Walk-through inspection with site contact. Document with photos. Place signs. Manage trash, portable toilets, hygiene supplies. Enforce parking rules. Organize cleanup. Transport group equipment to/from storage. Return site to original condition.
Hall Steward	Hall decorations. Manage feast sign-up and seating. Arrange hall for court, classes, feast, and other activities. Rearrange as needed between activities. Coordinate transitions with Event Steward and Herald. Recruit volunteers for setup/tear-down.
Accessibility Officer	Advocate for inclusive practices. Review site accessibility and communicate limitations. Coordinate accommodations. Identify accessible parking/paths/elevators/seating. Arrange reserved seating or transport. Document on website.

ROYALTY COORDINATION**Royal Liaison**

Primary contact for Royalty/Nobility and/or their staff. Coordinate Vigils (amenities and secrecy). Coordinate Royal room, seating, schedule. Arrange processions. Coordinate meals/breaks. Work with Herald on court logistics.

STAFFING TIMELINE: Kingdom and large local events: 6-12 months out. Local events: 4-6 months out. Check-ins: monthly, then weekly as event approaches.