

Gulf Wars Ansteorra Liaison SOP

General Information

The preferred crew is you and two deputies. This allows you to schedule each person a day off BFT duties.

Plan on arriving Thursday or Friday before GW and leaving Sunday. At least one deputy needs to have the same schedule.

Budget is \$250 asking to be raised to \$500. You can request this in advance and submit receipts after or submit receipts after for reimbursement.

Known World Party- The four principal kingdoms each are responsible for \$500- fund raise or Crown is responsible for this. We host it every 4 years. The 00 and 05 years the principals host KWP together. Our year is usually the one to follow this year. You determine the theme, provide alcohol, food (snacks), decorations, lighting, games if you choose, etc. You must provide the manpower for the party, all the stations, i.e. the food, bars, etc. The three other kingdoms will give you either \$500 or \$500 worth of alcohol. Remember kingdom funds cannot be used for alcohol. Fundraisers should be done for the KWP. Raise more funds when it is our year!!!

Chili Night budget is \$1000. They must submit a bid. Form is available in the Ansteorra library. Funds can be requested in advance with receipts turned in after the event or they can seek reimbursement. Plan to feed 300-500 people. Serving alcohol is optional, but cannot use kingdom funds for the alcohol, can put out a tip jar to cover the cost. Usually, a keg of cider or margaritas. If alcohol is served, IDs must be checked.

BFT size is (30x30). We want to upgrade to 36x36. Currently we rent: 10 tables (want to increase to 14) and 60 chairs (want to increase to 70).

Ansteorra Royal Pavilion with ropes is 26 x32.

Confirm at the end of War that Land-a crat has paid yearly taxes to the site owner for the towers.

Pre-Gulf War:

Download GW app.

Once GW Crown has been determined, discuss Chili Night with them- Do they have someone they want or open for bids.

Begin fund raising activities for GW post Pennsic.

Approximately 10 weeks prior to GW start posting on FB seeking activities for the BFT and confirming already scheduled activities from previous years. Work with the Crown to see if they know when they want to host meetings/activities in the BFT.

After Coronation and preliminary schedule is beginning to be set- discuss with the Crown what activities they want to host in BFT.

Prior to GW, confirm tent size and placement with Treasurer or Autocrat. They should send an email to confirm this with you. Watch your email for this! If not, reach out to them to confirm this!!! Note the big tree behind BFT make sure there is a few feet between the tent and tree!!!

Additional table and chair needs for Rose Tourney and Chili Night to be communicated to the autocrat ahead of GW

Watch email for early on registration early-on@gulfwars.org to register you and your deputy(s) for early on registration.

Send BFT schedule to scheduler@gulfwars.org to be published. Make sure any additions are sent to the scheduler to be added to the schedule.

Send email to field pavilion coordinator to register the Royals pavilion for the field. Confirm the preferred placement as well with both the coordinator and the Crown. You need the Crowns on site representative's name and phone number, and the Royal pavilion size. fieldpavilions@gulfwars.org

Gulf War:

Attending GW staff meetings – these will be on in your email.

BFT:

- Hang banners (Wall banners use clips, big achievement banners use ropes and are hoisted up and supported)
- Run water and electricity (water must use white drinking appropriate hose)
- Clear ground-fill holes if possible
- Set up lights
- Pick up tables and chairs
- Set up tables and chairs
- Set up coffee, tea, hot chocolate, and water station
- Post schedule/dry erase communication board
- Contact host of activities to see if they are on site and if they have any needs
- Pick up volunteer sheets from volunteer point

Daily:

- Coffee and hot water starting around 0600.
- Check throughout the day
- Set up for scheduled activities
- Post on Kingdom FB page about activities
- 15 minutes prior to activity post reminder of activity on kingdom FB page
- During activity take pictures and post on kingdom FB page
- Keep BFT clean, chairs put back, tables wiped, ground picked up, trash removed
- Complete volunteer hours and turn into volunteer point
- Set up for next morning and shut lights off when last person leaves at night

Rose Tourney- coordinate with the person running this to get tables and chairs to this tourney. They are available at Beede hall. Plan 6 tables and 50 chairs minimum (confirm this number you need to communicate this to the autocrat)- you need to take them and pick them up. Return Tables and chairs to Beede Hall.

Chili night- Pick up 6 tables (2 -3 for the cooks, 2-3 for serving) from Beede hall for Chili night and additional chairs. Depending on the schedule, you may be able to bring them from the Rose Tourney. Return tables and chairs to Beede Hall.

Thursday night Court: Remove tables and place on the side of BFT- Talk to Crown and determine if thrones will be in front of gates or under BFT and set chairs up accordingly.

Saturday tear down pack up BFT supplies-banners, electric, water, return tables and chairs to Beede Hall, clean and remove trash, - have land-o-crat confirm site is good and taxes are paid.

Standing BFT Activities:

- Monday Period Night Game night
- Tuesday Night Tequila Tasting (on schedule this is called Cactus Water)
- Wednesday Night -Chili Night
- Thursday Night- Ansteorra Court
- Friday Night- Knowne World Party

Post War

Confirm any activities that want to be on the schedule again next year.

Watch email for wrap up duties from GW autocrats.

Contacts:

autocrats@gulfwars.org

fieldpavilions@gulfwars.org

scheduler@gulfwars.org

early-on@gulfwars.org