

## GULF WARS PLANNING SCHEDULE:

### March after war

- Identify who your staff in the equestrian area will be. Record contact information.
- Set up a message system with you staff for quick information dissemination and trouble shooting. (Typically, it's a group chat on Facebook)
- Identify who oversees what offices for the next war that you will be working with and get contact info (Autocrats, MIC, Exchequer)

### April to July

- Check the dead line for budget. (Typically, June to July) Get a copy of the past equestrian budget, and go over this with your staff. If changes need to be done, contact autocrat and give them what you feel needs to be changed, and why. They will check with the exchequer and financial committee to see if the change is viable.
- Find out if there are any other deadlines that need to be addressed.
- Find out when autocrats are going over pavilion, table and chair information. We currently have 2 pavilions with 4 walls around the 20 x 30 in the barn area, and 3 walls minimum around the 20 x 20 (or 30 x 30 some years) in arena 2. Currently we get 4 tables and 40 chairs. Double check to make sure these are correct on their order form. Specifically look at number of walls. These are often forgotten.

### Aug-Sept

- If hay is in the equestrian budget, find out what departments need hay and how many bales they need.
- Check the surrounding area for hay cost. If you do not live in the area, find someone who does and decide a plan of action to purchase hay, and have it delivered or picked up and put into the hay loft. This may include delivery fees or gas money for picking it up.
- Check in with your staff members. Do they have what they need? Are there any changes that need to be addressed? Are they ready for "Go time"?

### Oct

- Coordinate with Barn manager to decide cut off date for equine registration. Make sure equine registration questions are updated if needed, and that the form is ready to be filled out.
- Make sure the GWs website is updated with pertinent information. Typically, you can cut and paste, and change the names of staff, contact information, pre res and cut off dates. Double check to make sure rules and other information is correct and update if needed. Send in updated version to the war web minister.
- Discuss plans and activities with staff, prepare for putting out information to the general populous

### Nov:

- Put out information regarding Gulfwars equestrian activities to the general populous. Include your staff information and what each does, and their contact

information, Dates and links for war and registration. Include both the war pre reservation and Equine registration. Be a general cheerleader for the equestrian area.

- Prepare yourself for an onslaught of questions.

Dec:

- Check in with your staff, make sure their deadlines are being met. Check to see if they need anything from you.
- Continue to send out information about war via social media. Be a cheerleader for equestrian activities.
- Encourage all equestrians to do the volunteer pre res. If they chose to put their volunteer money towards the Gulfwars Equestrian Funds, make sure they know to write the complete title down correctly, otherwise the monies may not make it into the account.
- Check with War Exchequer to find out how much has been added to the Gulfwars Equestrian fund. Discuss with staff what will be purchased that year with these funds.

Remember, this fund is ONLY for things that the actual war budget does not cover. (food for the EQ social, Propane for the grill and showers, decorations, tools or equipment that isn't covered by the war budget, etc)

- Get with the financial committee regarding decided purchases to get an OK.
- Decide who will collect Early On information
- Get deadlines for things like; Site book information, A&S class book, Pre res, Early on info, etc
- Check with staff to make sure they know their deadlines. Make sure they are sending out their info via social media and email.

Jan

- Make sure equestrian insurance has been done by war exchequer and autocrats
- Double check war web site to make sure all information on the site is updated and correct.
- Check the finalized activity and class schedule to conflicts and accuracy. Make sure it gets into the master scheduler and A&S scheduler before the dead line
- Continue checking in with staff to make sure they have what they need. Put out fires as needed.
- Emphasis to anyone requiring early on that they MUST be pre resed with war and PAID. No exceptions. Check with the war exchequer/gate people to get a list of equestrians early on names that have paid. Contact anyone that is asking for early on but is not on the paid list.
- Familiarize yourself with equestrian rules for war. Make sure EqMIC has the correct rules for war.

## Feb

- Identify who your early on folks are that will be doing set up work. Decide a plan of action as to what needs to be done, get dates of arrival, who can bring what equipment, and who can do what work.
- Double check that activities schedule is on the master schedule and its correct.
- Continue cheerleading on social media
- Answer questions and put out fires as needed
- Keep up with any reimbursements from purchases made by people both from the war budget, and from the Gulfwars Equestrian Funds. Make sure to mark the difference on the reimbursement sheets so the exchequer knows which account the reimbursements should come out of.
- Decide which groups will be camped in the front area. Typically, these are the same folks each year, however some years there may be more room to move people up. Keep in mind these need to be people who will be active in helping with running things, working on things, and doing the physical labor of building and setting up/breaking down. Some preference can be shown to people with mobility needs on a case by case basis, but it is more for the staff and major workforce/emergency people and those that are experienced in what needs to be done at war.

## March onsite pre war

- Try to be onsite by Wednesday before war to get the equestrian area ready. Make sure everything is cleared from the barn areas, unpack necessary equipment and containers from the locked storage room. Check gates, fence line, ground inside arenas, camp areas. Get ant bait from Public works and start putting it down on ant hills. Check water lines, electric, and showers. Clean out showers and make sure the area to enter showers are clear and safe to enter.
- Set up orange poles that separate the equestrian camp area from the parking area. They should be in the equipment stall. Check the map that shows our camp area and discuss with your back camping person how much land is needed, including a clear area for trailers to be able to pull out, and have two routes to leave the area. This has also been discussed with parking so they understand the needs. If there are not as many campers/trailers for the back camping, we can give more to parking, if we have an over abundance of campers and trailers, discuss with parking the ability to have more room.
- When gate says its time for all pre res people to troll in, make sure everyone who is in the equestrian area does so.
- Show tent people where tents need to be placed

## During war opening

- Attend staff meeting
- Check in with autocrats, let them know how things are going and if there are any issues/needs. Put out fires as they come.
- Pick up volunteer point paperwork.
- Pick up walkie Talkie at Security
- Ensure Barn manager can do their job and has all they need.

- Be available to answer questions and deal with issues.
- Gather a set up crew to make sure equipment gets taken out and set up on the fields they need to be

#### During war

- Be available to deal with issues and answer questions
- Check the schedule and see if the activities will need anything.
- Check in with EqMIC regarding safety issues. Make sure reports are made if any incidents/accidents
- Check in with staff regarding any issues
- Be available to problem solve any issues and help rearrange things if needed.
- Make sure everyone is putting down their volunteer hours, that the sheets are filled out properly and signed. Make sure the sheet has the department, the date, and everyone has put down their times and names correctly.
- Deliver volunteer sheets to volunteer point each day
- Change batter on walkie Talkie each day
- In case of emergency, identify extent of emergency. Is it life threatening? Contact 911 first, then Watch/Autocrats. Is it an injury, non-life threatening? Contact Watch/autocrats asap. Is there a non-injury issue? (Fights, violence, trespassers, Fire, etc) Contact Watch/Auticrats)

#### After war

- Make sure all equestrians are safely off site
- Check stalls to make sure they are left clean
- Make sure all equipment is stored properly, and locks are put on storage
- Clean out common areas, including the pavilions
- Make sure the on-demand water heater is properly put away.
- Collect reports from EqMIC
- Police camping area to make sure nothing is left and all is clean
- Check in with autocrats and let them know your area is cleared and everything is done before you leave. See if they need anything else from you
- Safe journey home!
- Once home, put together an after-war report, including any incident/accident reports from EqMIC. This should be turned in within a month. Make sure the EqMIC sends their report to the Gleann Ahbann KEO
- Send out thanks you messages to all your equestrians, especially those that really did a lot of the major work, and those that showed up when you really needed.