

# Known World Party Standard Operations Procedures

Last Edited 2025 by THL Samura Masika, Kingdom of Meridies

Thank you for serving your Kingdom by running the Gulf Wars Known World Party! This position requires delegation, constant communication, and organization skills to ensure the best chance at a smoothly run party. The following are guidelines to aid you in preparing and if you have any questions, reach out to other Kingdoms to speak with previous KWP Heads. While you cannot fully predict what may occur during the event, keeping open communications is important so your entire team is on the same page. Once again, thank you for your service and good luck!

## **Hosting Rotation Order: (may change if another Kingdom unlisted requests to host)**

1. Ansteorra
2. Gleann Abhann
3. Meridies
4. Trimaris

## **Time for Known World Party: Friday evening**

Royal Reception begins at 7pm-8pm

KWP begins at 9pm

## **Locations for the Known World Party:**

1. Clear weather: Inside the Fort
2. Bad weather: Inside Bede Hall
  - You may request Artisan's Row to use their tents if needed.

## **Numbers to expect: (Weather may affect how many attendees will be at GW on Friday)**

- Good weather: 1,000-1,500 attendees
- Bad weather: 750-1,250 attendees

## **When you accept the position:**

1. Make sure your information is correct and you are connected to the associated Gulf Wars staff address. Some individuals will reach out to you with donations through this link. Request the email address through the Autocrats.
2. Create a theme for the Known World Party: It can be based on history, mythological, a movie/ series, etc. Whatever you choose, make sure your team is all on the same page to ensure the theme is followed throughout the setup.
3. In case of rain or bad weather:
  - Be prepared for crazy. When in doubt, request to move to Bede Hall on Wednesday, if possible. This gives the Autocrats and Schedulers time to adjust anything required.
  - There may be an elevation or special event that occurs in the Fort before set up. Have your team ready, but please be respectful of the special moment.
  - Just roll with it.

## **Fundraising:**

- Budget required by Gulf Wars: ~\$1500 + \$1000 separate funds to alcohol
- Check with Autocrats to see if funds are available prior.
- All money raised cannot be deposited into any SCA-related bank account.
- SCA funds MAY NOT be used to purchase alcohol for legal reasons. Separate funds must be raised separately for this.
- Examples of fundraisers:
  - Private donations
  - Bake sale fundraisers
  - Sell themed keepsakes (glasses, jewelry, coins, etc.)

## **Set Up/ Clean Up: Have 2 different Crews arranged if possible.**

- Set Up Crew:
  - Arrange with Bede Hall to receive tables for KWP. They pay to rent tables so try to have the number of tables needed as early as possible.
  - Have volunteers come in to help set up the stations and decorations.
  - Check with Volunteer Point Recruiter to ensure you have the numbers you need
- Clean Up Crew:
  - Have a separate crew be arranged to clean everything up at the end
  - Each station should have their own labeled containers to ensure everything goes back to where it belongs
  - If in Fort: Must be completely cleaned up by Saturday 8:30am
  - If in Bede Hall: Must be completely cleaned up by Saturday Noon
  - Take a picture of the area after cleanup to show the Autocrats you have cleaned your designated area

## **Royal Reception 7pm-8pm (Optional depending on Royals)**

- Check with the hosting Kingdom's Royals to see if they are interested in having a Royal Reception prior to the KWP. This is not required, but it is recommended so the Royals may enjoy the refreshments, foods, and games available before the party is opened to the populace
- Reach out to the Royal Liaison to see if the Royals would prefer the Party to be an adult event or if they want it to be child friendly.

## **Alcohol Requirements**

- Regardless of the type of party you are throwing, all attendees are required to have their ID to acquire alcoholic beverages for legal purposes.

**Recommended Stations: Each section should have their own head and team which reports to you.**

- Entrance/ Border: 1-2 small tables
  - Have the entire area be closed off. Have 4 bouncers at the entrance to check IDs and guard the entrance.
  - Make arrangements with the Order of the Bear.
  - Must place wristbands/ stamps on each attendee over 21 to acquire an alcoholic beverage.
  - Set up temporary barriers/ fencing/ hay bales
- 3-4 Food/ Snack booths in different locations (~\$700) 2 tables per booth
  - Try to have finger foods/ bite sized foods
  - Multiple areas to prevent congested lines and give attendees a chance to explore
  - Reach out to various people/ groups to provide a food station
  - If someone suddenly comes and offers to run a food station that wasn't arranged, but has plenty to share, see if there is space available and allow them to serve.
- 1-2 Bars (~\$1000) 2 tables per bar
  - Have bartenders required to check for a wristband/stamp/etc. (provided at the entrance) to ensure no one under the age of 21 is able to acquire an alcoholic beverage.
  - Have 3-4 already mixed drinks to choose from. This will keep the lines moving and also bring less stress to the bartenders.
  - They may choose to bring their own specialty mixes, meads, beers, and cordials in the same areas as well.
- Various Games/ Activities: (~\$200) 1-2 tables per game/ activity
  - Have things to do at the party to entertain and engage with the attendees.
  - Reach out to various people/ groups to run the game/ activity.
- Decorations: (~\$200)
  - If outside, have lighting available for the area. There is no power at the Fort, so it is recommended to have all lights be battery powered or use a generator set away from the area.
  - See if Gas/propane lighting is available (check with Autocrats for permission)
  - Don't be afraid to ask Kingdom Populace to bring fairy lights they may have
- Disposables: (~\$250)
  - See if there are any supplies leftover from previous year before purchasing
  - Cups
  - Plates
  - Plastic tablecloths

### Optional Stations:

- Bardic Performers:
  - Speak with the Owners of the Green Dragon to see if bards are available to perform at the Known World Party (they may require payment)
  - You can also check with the Performing Arts Department Head for performers
  - If you wish for any fire dancers/spinning, the group/ person must have insurance
- Transportation Point
  - Have a designated place outside but near the Fort for Transportation to shuttle people to and from the party.
- Escort service
  - Consider contacting someone in your kingdom to offer an escort service.

### Outside Sources:

- Fighter Support:
  - Contact the Fighter Support Department Head to request coolers that may only be used for water. **We may not use them for mixing drinks due to allergy purposes.**
  - Depending on the Head, they may accept or decline your request.
- Gulf Wars Public Works:
  - Contact the Public Works department head to arrange trash receptacles and can liners for KWP
  - Arrange for Public Works to check the trash 2-3 times during the party
  - Ask if gas fire lanterns are available for use
- Gulf Wars Sanitation:
  - Contact the Sanitation department head to resupply toilet paper and clean nearby Porta Potties each hour during the party. This keeps them supplied and cleaner.
- Order of the Bear
  - Contact the Order to arrange for bouncers and ID checkers. You will need at least 4-6 members. 4 at the entrance and 2 to give breaks/ rotate
- Transportation
  - Contact the transportation department head to arrange a schedule for pick ups and drop offs for attendees

### End of Event:

- Turn in all receipts for reimbursement:
- Be prepared to wait until May for the check to come in