

# How to run Newcomers Point & Information Station at Gulf Wars

Congratulations on your choice to run Newcomers Point and information station – it's a blast and if you have a heart for Newcomers and War – this is the place for you to be !!

This document is broken into four main parts. The first explains what you need to have before you arrive at site, who needs to know what, setup, and preparation. The second describes how to run the Site on any given day, from open to close. The third section details the steps you will need to tear down the site and store it for next year. The final one is some closing notes that you should be aware of.

## **Part 1: Setup**

This section describes all of the things that will need to happen before the first submitter walks into the tent on Monday. Most of it involves communications with War staff, but after you arrive it is time to get the tent ready. Let's get started.

### Before the War

Long before the War has even started, you need to start your preparations. These include interacting with the rest of the staff of Gulf Wars, picking out your Deputy, and communicating with the each other .

### Interacting with Gulf Wars Staff

One of the first things you should do when taking over Newcomers/Information Point is communicate with the Autocrat of Gulf Wars. They need to know who you are in order to communicate with you. They can be reached at [autocrat@gulfwars.org](mailto:autocrat@gulfwars.org). They will help you get your email address, [newcomerspoint@gulfwars.org](mailto:newcomerspoint@gulfwars.org), set up. This email address will be the way that the rest of the staff, as well as the populace, will be able to reach you.

Once your membership in the Staff has been established, you should ensure that you have access to the Gulf Wars Staff Facebook group. This group has up-to-date information on anything the administration needs to tell. It also has a large library of documents, some of

which are informational, others needing some feedback from you. Two of these documents are of particular importance: the requisition for chairs and tables, and the budget. Historically, the department has used 2 tables and 12 chairs. The tent is a 20'x20' with four walls. This form likely does not need to be updated, unless they start from scratch. Think about what you have planned, if you are having classes and maybe some items to display – consider asking for another table and more chairs- better to have a few too many , than fall short.

Your Budget is very simple, dry erase markers staples, some paper, pencils and a few pens for making notes.

Snacks are generally handled by the auto/ snack o crat – but things change as the autocrats how its being handle – the main resource needed is water !

## **Your Deputy**

Picking the right Deputy is vital. They are much more than just another helper during the week. They should be there when you arrive to assist in every step of setup and tear down. If your deputy will be taking over for you the next War, you should insist that they are present for the entire process so that they can repeat it the following year.

You should include your deputy on any communications, since they need to know what's going on, too. They should receive an @gulfwars.org email address also, as well as get an invite to the Gulf Wars Facebook staff group.

## **Registration for Early On**

To get Newcomers/Info Point ready before Monday, you should plan to arrive on site in the “early on” phase of the war. This allows you to arrive before the mad rush of the Populace, set up your own campsite, and get going on prepping the Point. You should watch for the announcement on the Facebook group or your email address. While it isn't vital to arrive early, it is very helpful, since Inventory will not be available beyond Sunday. At 2024 Gulf War it was suggested that some of the Newcomers and info seekers were needing the point open on Sat afternoon and Sunday afternoon for a few hours – if you can work this out with your deputy it is a good idea.

## **6 months prior to Gulf Wars**

I Begin making announcements and posting to the Kingdoms pages (all of them ) especially the southern ones we know will be there !

I post about what we do, volunteers needed, and about the signs – for them to bring 10 adverts for any parties or special activities they are inviting everyone to – explain we post them in the information boards scattered around the site. Its very important to continue to remind people of this monthly leading up to war – we had an amazing turn out 2024 we had a minimum of 10 posters a day !

## **3 Months prior to Gulf Wars**

Keep advertising , and create class schedule , start asking for teachers, and volunteers – create a schedule and make sure you have sca name, mundane name, kingdom, and a form of contact – messenger (friend them) phone or email.

## **1 month Prior to Gulf Wars**

Firm up with all your volunteers and teacher, make sure they know where and how to reach you ! and what us expected of them.

Last minute advertising, give class schedule for participants, more info on posters for the information boards !

Make your final plans - get Hyped !!

## **At The War (Saturday - Sunday)**

Once you arrive at Gulf Wars site, the first thing you need to do is, of course, check in at Troll. Make sure to identify yourself as Newcomers info Point Coordinator in case they need to know that. While you are there, reach out to the Autocrat or their representative to let them know you are here. (if they are there)

Once you are checked in, it is time to get the Point tent set up. This will require two trips to different parts of the site: table and chair storage, which historically has been at the Bede Hall, and onsite storage, which is next to the Archery Range.

At Inventory, pick up all of the bins of equipment, which has all of the office supplies, staple gun, dry erase board, Banners etc., and other things to decorate. While the inventory sheet lists

individual items, everything is inside the bins. If you wish to be extra thorough, feel free to look through the individual bins to confirm everything is there. The info sheets haven't been updated in a while – this is a great time to do That!

Before starting the setup, check the tent over for potential problems. Small holes in the roof probably isn't a problem, since the pitch of the tent is enough to keep the rain moving over them, but a tear is bad and should be at least taped up. Check for active fire ant mounds. If it has been raining, check for standing water, and also look for potentially dangerous holes in the ground that would be a trip hazard. If you see any issues, report them to Facilities, and keep on them, since every other department at the War are also having problems and have swamped them with requests for help. Offer to come to them to get fire ant killer or whatever is needed.

When you have your table and chair allotment, (you are required to pick these up) setting up the Point is just a matter of placing them.

## **Part 2: Running Herald's Point (Monday - Friday) with possibly a short Sat and Sunday**

On your way to the point each day – check out a radio from the watch. (remember to turn it in at night to recharge)

Make sure you have a Map (there should be a LARGE wooden one placed in the tent (buried legs) but if there are paper ones they are good to have , have any links with digital info already in your phone, know a little about Gulf wars on set up days, where the merchants are, where the bathrooms are (just near you) and a sort of knowledge of the basic areas – food , kingdom camps, trash and other offices like – the watch, sanitation, volunteer point, transportation.

The typical hours of Newcomers & Information Point during the War are:

Possible opening on  
Saturday from 2-5 PM  
Sunday from Noon -4 PM

Regular hours

Monday 9:30 – 5:00 PM

Tuesday Noon – 5:00 PM (because of the procession)

Wednesday 9:30 – 5:00 PM

Thursday 9:30 – 5:00 PM

Friday 9:30 – Noon

## **A Typical Day**

Before arriving at Herald's Point each day, stop by the Watch cabin and pick up your radio. You rarely will need to use it, since Newcomers Point is rather self-contained, but it will be useful to reach out to Facilities if you need something. Tell your Deputy to do the same.

On arriving at the Point each day, first go over everything in the tent to confirm that everything looks good. Check for water that might damage electronics and paper forms, tidy things up, and get ready for a day of Greeting Newcomers and sharing information.

Look up the weather for the day and update the dry erase Board – it's just a guesstimate, notate any possible wind or rain and the avg temperature. Do this a few times a day to stay current with the ever-changing weather and put a Night forecast on the board when you close up for the day. Have your papers that need to be posted to the information boards organized for each day and know what you're going to post. Posting Monday, Wednesday and Friday saves a lot of time and worked well last year in 2024. To post the notices you will go over to watch and ask to check out a Golf cart – let them know the expected time of return, less than 3 flyers to post per sign you'll need about 35 minutes, more than you'll need an hour (make sure you have your radio with you)!

As your volunteers arrive, have them sign in on the Volunteer form for that day. Invariably, they will not follow directions on the form. Ensure that they sign in using the instructions as clearly printed on the form! Remind them that if their name isn't clear, Volunteer Point can't assign them their hours.

## **End of the Day**

When closing time rolls around, it is time to shut down.

I generally will take an extra cloth and cover the tables, unless I know bad weather is coming, then I'll place items in the bins and put them under the tables.

Ensure that all Volunteers signed OUT of the volunteer sheet, correctly- make corrections before turning in the forms to volunteer point. Tidy up, collect trash.

The only thing left at this point is to take the Radio back to the Watch cabin to get recharged and drop off the Volunteer form for the day at Volunteer Point. **DON'T MAKE THEM COME LOOKING FOR YOU! THEY WILL!**

## **Part 3: Teardown**

Place everything back into the bins and check for things that may need to be replaced next year make notes of this for the next year's budget. Prepare the bins neatly and make sure they are labeled and marked correctly.

Go get all the signs and pull off the old papers and staples – check for any French cleats (the hangers on the back) that may need replaced. (this should be good for a few years as I replaced them in 2023)

Take all the bins, the dry erase board, and the wooden signs back to onsite

storage. **Get Hyped for next year !!!!!**

