

Performing Arts Standard Operating Procedures

Updated 1/28/2025

Department Head: Mathias Blackett

Deputy Department Head: Aibhilin inghean Daibhidh

Area deputies: (to be filled closer to Gulf Wars)

Known World Choir Director: Elizabeth de Spaldyng

War Bard Competition Deputy:

Whose Line Doth it Be Host: Aibhilin inghean Daibhidh

Performances Deputy:

Department Head Duties:

- Inter department communication
 - Communicate budget and snack requirements to appropriate staff departments
 - Coordinate with Ren Village on configuration and scheduling of tents and classrooms
- Solicit and schedule classes and performances
- Participate in staff meetings
- Oversee set up and tear down
- Facilitate activities during the war
- Maintain and turn in department volunteer sheets
- Ensure smooth running of department sponsored activities (personally or through deputies)

Deputy Department Head Duties:

- Assist Department head with all pre-war planning
- Coordinate with area deputies and be prepared to fill in if posts are vacant
- Coordinate advertisements for department prior to Gulf War
- Participate in staff meetings

Area Deputies:

Known World Choir (KWC) Director: Elizabeth de Spaldyng

- Administrate and direct the KWC rehearsals and show
 - Pick music for performance and provide sheet music and learning files
 - Communicate with KWC leadership and website to host sheet music and learning files
 - Provide binders of music for purchase by those who cannot print their music in advance
- Instrumental Ensemble**

Director: Simon de Spaldyng

- Administrate and direct rehearsals and end-of-week performance for instrumental ensemble
- Select music to be rehearsed and performed
- Communicate with instrumentalists on where to find the sheet music.

Bardic War Point Deputy:

- Coordinate the format of the Bardic War Point, how it will be run, and how it will be scored.
- Work with the Principal Kingdom Royals to select proper time for the War Point to occur.
- MC and judge the competition to make sure it is fair and equitable to all participating bards and performers.

War Bard Competition Deputy:

- Host or find a host for both the Adult and Youth Competitions
- Find judges (3) for each competition
- Coordinate with Department head for award medallions and scrolls

Whose Line Doth It Be Host:

- Run the auditions and host the Whose Line show
- Select appropriate games to fill the allotted performance time
- Advertise the show

Performances Deputy:

- Assist department head with performances schedule
- Facilitate communication with performers on PA tent policies and procedures
- Serve as House manager for PA performances
- Communicate with acts in the green room
- Keep track of performance times and alert performances if approaching end of scheduled time
- Help train volunteers in house manager duties
- Coordinate with Department head on any performances that need a fill-in house manager
- Assist with advertisement of department sponsored and individually submitted performances

Department sponsored activities

The Department sponsors the following activities: Adult War Bard competition, Youth War Bard Competition, Known World Choir, and Whose Line Doth It Be Improv Show. These activities may be administered by the Department head, Deputy department head, or area deputies.

Adult War Bard

- The competition needs 1 host and 3 judges
- Coordinate with Scribes Point for 11x14 award scroll (Advance notice HIGHLY PREFERRED to on site contact)
- Award medallion currently is "Irish Horse Brass" with a Harp



- Coordinate with Department head to acquire medallion and ensure it is strung onto a necklace



Youth War Bard

- Coordinate with Scribes Point for 11x14 award scroll (Advance notice HIGHLY PREFERRED to on site contact)
- The competition needs 1 host and 3 judges
- Coordinate with department head on award medallion
 1. Current medallion - none
 2. String to necklace / beads

Bardic War Point

- This is NOT meant to be a head-to-head competition, as we already have the War Bard for that. This is meant to be a group effort where bards and performers encourage each other and work as a team
- Format will vary from year-to-year. First year (2025) is a “Bard-off” style where 2 teams of bards are pitted against each other to match songs to a chosen theme. ● Bards are split between allied kingdoms into teams
- Event time:
 - Monday afternoon

Whose Line Doth It Be

- Requires 1 host, possible need for assistants for auditions
- Advertise auditions and show time

- 1 hour audition, 1-2 hour show

Known World Choir

- Contact KWC Facebook or knownworldchoir.org to see if any directors will be at war, or find suitable other director
- Rehearsals:
 - Generally 1.5-2 hours each day Mon-Fri
- Show:
 - Friday afternoon

Instrumental Ensemble

- Contact SCA performing arts FB pages and Discord servers to find any director(s) who will be in attendance.
- Rehearsals:
 - 1 hour each day Mon-Fri
- Show:
 - Friday afternoon

Gulf Wars Planning / Pre-War activities

- Solicit for Concerts / Performances
 - Advertise on Gulf Wars Performing Arts page
 - Advertise to Facebook groups
- Solicit for classes
 - Advertise on Gulf Wars Performing Arts page
 - Advertise to Facebook groups
- Advertise major events on Facebook / Gulf Wars Performing Arts pages and another SCA groups
 - Post lists of ALL concerts/shows/activities to Facebook
 1. Advertise based on department needs
 2. Privately sponsored shows can advertise themselves as well
- Fliers for on site use
 - Create and print fliers (5-10) for war criers and other locations (info point, artisans row, PA tent) for department sponsored shows

On-Site / Early-on Prep Procedures

Arrival on site and set up tasks are overseen by the Department head and performed by the appropriate Deputy whenever possible

- Ensure PA Tent and Greenroom tent are appropriately set up in the appropriate locations
- Get PA totes from Inventory
- Get PA classroom tents as needed
- Perform inventory
 - Determine if any supplies are missing

- Determine if any supplies need to be replaced
- Determine if any miscellaneous items should be added to inventory
- Set up PA classroom tents and other tents as needed
- Prep War Bard sign up sheets for use during War
- Set up tables / benches / chairs
 - Determine if multiple configurations are needed for various classes
 1. Classroom vs performances vs other activities
- Get volunteers or determine schedule for ensuring appropriate PA tent configuration prior to events
- Get additional chairs/tables as needed from GW (the plastic ones)
- Pick up and store water/snacks as needed from Snack person/place

War-week Procedures

Tasks are overseen by the Department head and performed by the appropriate Deputy whenever possible. Tasks may be delegated to appropriately trained volunteers.

- Daily tasks
 - Write schedule for the day on white board
 - Ensure PA tent is configured appropriately (chairs/tables)for the days activities (change as needed throughout day)
 - Ensure staff member / volunteer present during majority of classes/performances to answer questions / contact staff member with issue
 - Ensure smooth operations of classes and activities in PA spaces
 - Ensure all volunteers sign in/out
 - Take volunteer sheets to volunteer point
- Daily tent closure
 - Clean up trash / tidy tent
 - Turn off / unplug lights
 - Secure PA tent (appropriate for any weather conditions)
 - Put excess items / valuables in greenroom tent and fully close and secure green room
- Performances
 - Ensure staff member (Performance deputy or appropriate volunteer) present for shows to assist with setup
 1. This could be a volunteer trained to assist with shows
 2. Staff member can introduce the performer / show
 3. Staff member keeps track of time in event of back to back shows
 4. Staff member can communicate with green room
 - For Department sponsored shows, be prepared to back up for whatever is needed (hosting/judging/etc) in case of no shows
 - If last performance of night
 1. ensure tent is clean/secure/dark
 2. reset tent for classes in morning
- Department sponsored shows

- Ensure all 3 judges for War Bard are present at war and know the schedule
 1. Recruit replacement judges as needed
- Ensure hosts for shows are present at war and know the schedule
 1. Recruit replacements as needed

Tear Down / Site Clean Up

- Perform Inventory and pack items in totes
 - Add any new supplies to inventory as needed
 - Remove any expire supplies from inventory as needed
- Return items to inventory
- Interface with GW staff as needed to ensure clean site departure

Post- Gulf Wars

- Thank teachers and performers and volunteers
- Update any online documents with changes needed for next year
- Update online copies of inventory
- Ensure final map/schedule/etc stored for posterity on PA drive

Budget

Budget Requested: \$250

Budget is needed to fund award medallions for the War bard competitions, create signage for performing arts classes and activities, print fliers, judging sheets, and other materials needed to administer department activities, purchase cleaning products and replacement supplies as needed

Equipment Requested

30x30 PA Tent

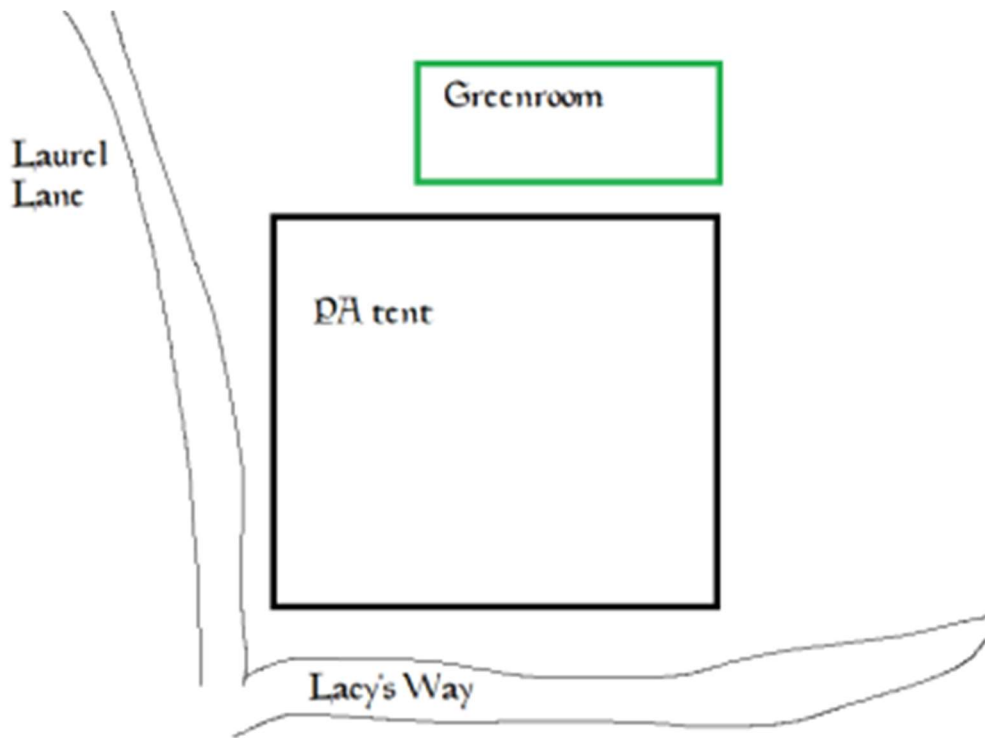
- In 2024, we used the 30x30 Ren Village tent, as we were hosted by Ren Village
- They are ok with us continuing to use their classroom tent for Performances **10x20**

Greenroom tent

- This tent is placed immediately behind the PA tent to use as backstage/greenroom
- Place as close as possible to the PA tent near the center

Tent Placements

In 2024, we were placed in the Village. The Map below shows the 2024 configuration. We discussed moving behind the pool for this year to test that location as placement for a permanent stage.



Handover Procedures

- Get volunteer to serve as deputy
- Deputy shadows department head online and on site throughout year
- After department head final year, go over online documents and pass over email addresses
- Prior department head serves as emergency backup deputy in case of emergency with new department head