

# Renaissance Village

## Standard Operating Procedures

Updated 1/29/2025

Will be updated throughout year as needed

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# Department Staff

**Department Name:** Renaissance Village (RenV)

**Department Head:** Aibhilin inghean Daibhidh

**Department On-site Deputy:** Elizabeth Silverloc

**Department Replacement Deputy:** Aisling MacCuitheir

**Department Emergency Deputy:** none

**Area Deputies:** (flexible based on focus of Ren Village in a current year)

- Apothecary Deputy - None for 2025
- Cooking Deputy - Jehanette de Lille
- Dance Deputy - None for 2025
- Tent/Land/Setup Deputy - Kazimierz Dimidiwicz Dziecielowski
- Eastern Salon Deputy - None for 2025
- Music Ambassador - Aibhilin inghean Daibhidh
- Bocce Deputy - Maddalena Alessandra Godwin

## Staff Duties

### **Department Head Duties:**

*Department Head* chooses deputy staff and area head staff, mans golf cart, fulfills the pre-war schedule, develops overall staff schedule, updates the SOP yearly, attends pre and post-war staff meetings, develops early-on list, updates Gulf Wars website page for the dept, trains next years department head(s), and provides any information needed to the Autocrat staff. Department head also turns in receipts and expense reimbursement reports to the Exchequer.

Prints and laminates class and staff schedules. Prints class attendance sheets, dishwashing/ice/fire schedule. Oversees building of new period seating, lighting, and tables. Purchases supplies and equipment for war (e.g. wood, charcoal, fire pits, shovels, food, drinks, lights, rope, stakes)

### **Pre-War Schedule:** (flexible based on autocrat needs, updated in Q4)

Nov - draft changes to webpage <https://www.gulfwars.org/activities/arts-sciences-2/renaissance-village/>

December 1 - contact deputies to confirm.

December 5 - area deputies reach out to teachers to start scheduling activities and demos.

January - Site book information to Publications

January - Scheduling classes and coordinating demos with deputies

January - recruit volunteers / helpers / etc

Jan 15 - begin posting graphics/ads on Facebook/social media platforms.

Feb - Finalize schedule

March 1 - post final schedule to GW website page and blog.

March 5 - print class schedule, dishwashing schedule, menus, and flyers

### **Ren Village Deputy Duties:**

*Department Deputy* learns to take on department head duties, assists Department Head with developing the class and staff schedule, advertising our activities on social media, conducting outreach to possible teachers, scheduling shifts to keep the Salon secure by overseeing any activities/demonstrations, manning the department radio, and

ensuring the department hours of 10-5 are met by opening and closing the salon when needed. Signs volunteer hour sheets and turns them in.

**Area Deputies** handle the area pavilions and the needs of that area (lace, apothecary, cooking/fire, Low Countries, Eastern, and event tent), provide class/demo info to Class Deputy, open and close their pavilion daily, ensure activities start on time, areas have adequate seating/supplies, and conduct outreach in their respective kingdoms to suggest new personnel, activities, or classes.

- Department Deputy
  - Develops overall class schedule with Dept Head
  - Updates A&S info point, the app, and online documents during war with class changes
  - Sends schedule to all teachers after publication with confirmation of class time/day
  - Provides Area deputies with war packet (attendance sheets, daily schedule, notes)
  - Ensure radios are brought to the dept daily and returned for charging nightly
- Apothecary, Eastern Salon, and other specialized Area Deputies
  - Provides class/demo schedule to dept deputies before war using google form
  - Posts class schedule at their pavilions daily
  - Opens and close their pavilions daily
  - Ensures instructors have what they need (e.g. seating)
  - Ensure attendance sheets are filled out for each class (to tally department attendance)
  - Ensure legal notification is posted in the "shop" area
  - Work with Cooking Dpt to make sure herbs/spices/oils are available as needed for food.
  - Provide tokens for teacher gift bags (approx 30)
  - Attends pre and post-war staff meetings
- Cooking/Fire Deputy
  - Develops cooking activities/classes for this area\*\*, provides info to class deputy
  - Ensures fire pits have charcoal & fire extinguishers (or water buckets) are near fire pits daily
  - Develops and ensures dishwashing schedule is followed
  - Ensures ice chest has ice daily (Department provides \$)
- Land/Event/Setup Deputy
  - Assists departments in in developing tent map and area layout
  - Organizes volunteers for salon set-up and break-down
  - Checks pavilion ropes daily
  - Facilitates raising any downed pavilions
  - Leads water diversion trenching efforts

## Department Statistics

The Ren Village is slowly returning to its prior numbers after the Covid years. All classes and events hosted in Ren Village were well attended. The apothecary tent was incredibly popular, sporting many days of full classes. The moneyers guild had well attended events throughout their full day of classes, with requests to increase its presence next year at Gulf Wars. The medieval doctor demo was successful and plans to return in 2025. In 2024, Ren Village hosted the Performing Arts department and provided support for the successful classes and performances held there, including providing kitchen space for the privately sponsored and incredibly popular Murder Mystery fundraiser. The department plans to focus on increasing other areas for 2025, including bringing back the Cooking area deputy now that Covid concerns have lessened and increasing fire cooking classes. We also plan to increase presence for our Eastern pavilion and bring back several pre-Covid events such as the Rapier Verona Street Brawl.

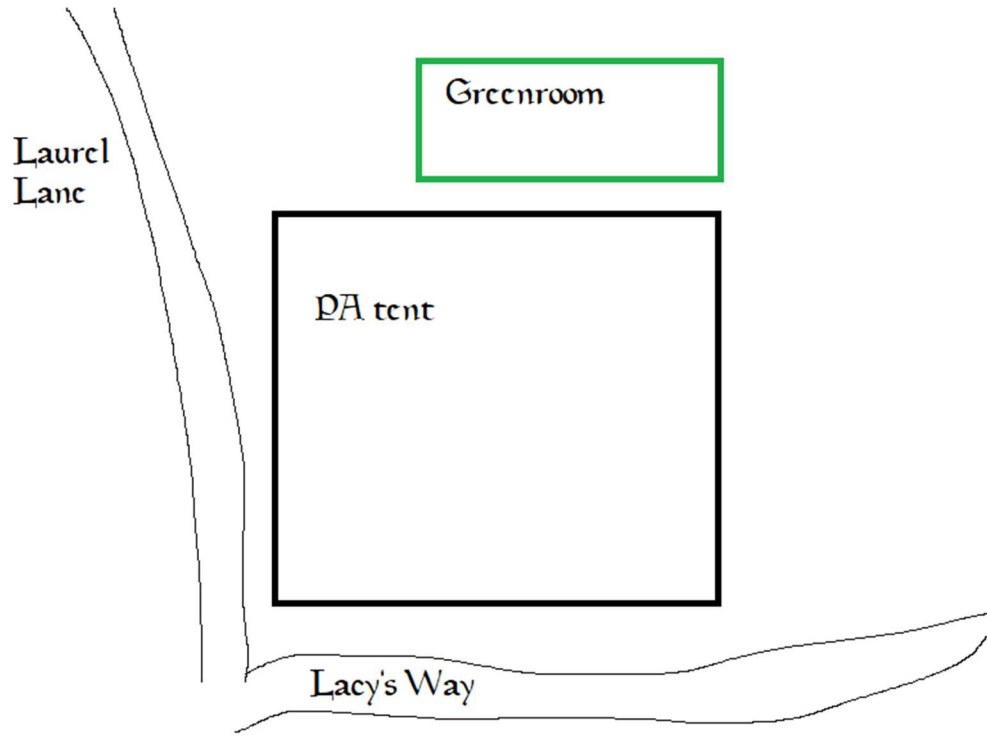
# Inventory

**Inventory:** We have storage space in the Gulf Wars trailers. Inventory includes: 4 wooden benches, 1 tin wash tub (was borrowed by wet textiles in 2024, may be with their stuff), 2 fire pits with grates, 4 fleur stands, 11 green poles, 1 bamboo pole, 1 shepherds hook, 1 metal stand (couldn't find in 2024), and 1 tripod, 7-10 Plastic rugs, 1 fire table (wooden cooking stand and metal welded charcoal tray), 3 dowels, 2 trestle tables with 8 legs (biting hinge legs), 3 department signs, 3 Italian folding tables with 3 sets of legs, 6 collapsible tables (6 tops, 12 legs, 6 cross beams), 4 small benches, 6 large benches, water hose, 5 sets fairy lights, 6 pretty collapsible fleur benches, bocce ball court (2x4s with holes and tent stakes), 4 tiki torches (no canisters in storage) and more. A full copy of the inventory with smaller supplies is with the quartermaster.

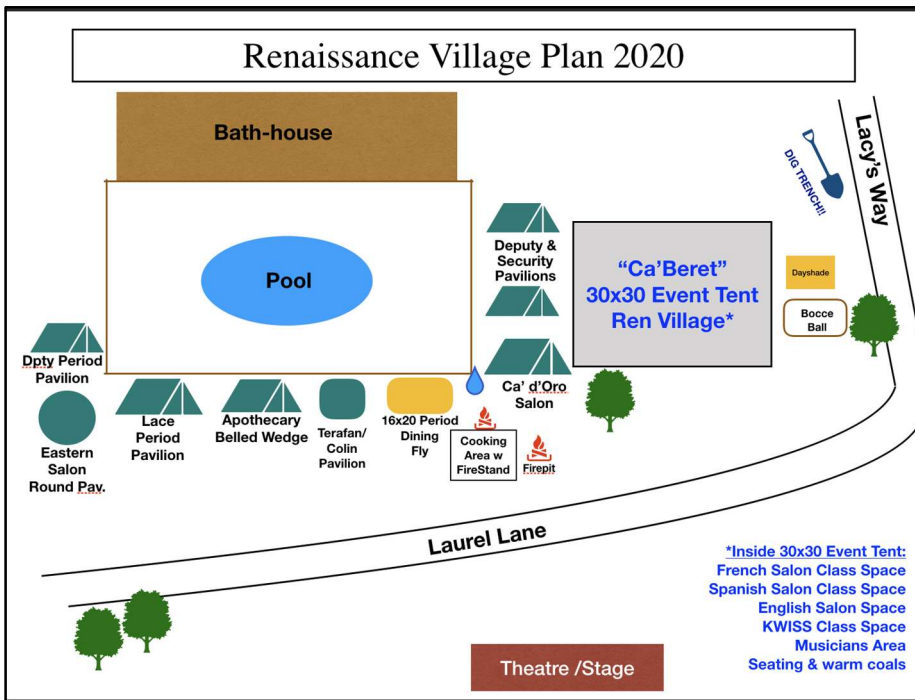
For GW 33 we need to secure additional items for cooking classes, as well as make repairs to some tables that have become less sturdy over time. There may be a need for additional benches and chairs.

## Village Layout Map for GW

The 2020 layout is included below. Layout for 2025 will be similar, but made on site, as our Land Deputy will be taking accurate measurements to use as a baseline for future year layouts. The only important change from the below picture necessary for 2025 is the placement of the 30x30 used by Performing Arts



The 30x30 tent should be placed as close as possible to Laurel's Lane and Lacy's Way so as to not interfere with placement of other Renaissance Village tents.





# Ren Village Location

Ren Village location via satellite - in yellow



## Typical Equipment Request

- **30x30** Rental Tent with walls
  - Housing class areas / performing arts
  - This can change based on whether we are continuing to host PA
- Tables and Chairs as needed for class/Performing Arts tents

## Typical Budget and Equipment Request

- **FOOD & SUPPLIES \$300** - Request increase to \$400 due to increasing firewood and food costs. Pre-Covid budget was \$550 total, but was cut post-Covid.
  - Rationale: Needed to print/laminate additional signage as needed to identify tents, make signs, order banners, firewood for cooking classes
  - Used for: Printing, laminating, candles, citronella, lanterns, extension cords, string lights, wood, nails, hardware, firewood, charcoal, matches, lighter fluid, fire pits, shovels, straw/fill, lighting walkways with tiki torches, torch fuel, platters, cooking utensils.
  - Rationale: Needed for daily snacks for attendees during class hours, solar hours, for the dept ball & 3 socials, concerts, bocce tournament, and ingredients for cooking demos
  - Used for: Meats, cheeses, fruits, vegetables, breads, sekanjabin
- One time Banners Budget: \$100

## Set Up & Break Down Plan

**Thurs/Fri/Sat before war, based on availability. We need a crew of 6-10 people to make this easy.**

### **TO DO:**

#### **Land Assessment:**

Perform accurate measurements of areas and mark locations of trees, barriers, power, hills, etc  
Create layout

#### **Initial setup:**

Unload on site storage  
Ant bait down, wasp spray used as necessary  
Set up Pavilions and other non-rental tents  
Dig trench for electrical/hose  
Set up period tables/benches



### **Decoration, smaller setup, etc**

Set up fire pits and class items

Label / Mark bottom of Ren Village items

Hang banners on inside walls of event Tent

Set up banners and poles

Place packets in each area for area deputy (schedule, attendance tally, notes, tacks)

### **Breakdown**

Take down and deconstruct banners and furnitures

Mark any items that need repairs / parts for next year

Pack items in bins

Pack away tents that go in storage

Pack down personal pavilions and loaned pavilions

### **Handover Procedures**

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