

# Gulf Wars

## Royal Liaison

### Standard Operating Procedures

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#### **What is the Gulf War Royal Liaison and Why are they needed?**

The Gulf Wars Royal Liaison Department is the coordination team that helps work with current sitting Royals from across the knowne world. Most of the Royals that are attending Gulf Wars will have been attended at least once before and some will have been many times. For some of them though it will be their first time to attend!

The sitting Royals do more than just show up, wave at their populace, and go sit down. There are many activities that they need to go to and no 2 sets of Royals have the same schedule and the same needs.

The GW Royal Liaison Department checks the on-site cabins and condos prior to Saturday at the start of GW to make sure there are no problems. They make sure that they know about some of the primary things that they need to go to, where they are, what time, and even help with transportation when needed.

When activities are done the Royal Liaison Department many times is there to help provide rides to where they need to go to next.

Oftentimes, at GW the times or location of things have to be changed due to a wide range of reasons. The Royal Liaison works to get the information out to everyone.

The Royal Liaison Department gives the Autocrats and other Department Heads a single point to go to for dissemination of updates and information.

## 9 to 12 months before GW

Solidify list of Team Leaders. You will need 3 teams, one of the Team leaders is the Department head the other 2 Team Leaders need to be people that can be on-site early and stay until Sunday at the end of GW. More about why this is important will be explained in the Sections *Start of GW Things to do*, *During GW Things to do*, and *End of GW Things to do*.

Create / update List of Kingdoms Principalities.

Divide up the Kingdoms and Principalities into 3 groups so that each team lead can help with the tasks.

Review list of Kingdoms and Principalities and verify Crown/Coronet Tournament dates and Coronation dates.

Update list of Kingdoms and Principalities with dates of when it will be known who the Royals will be during Gulf Wars.

Update list of names of Royals as they are determined. Get phone numbers, email address, and Facebook name.

Update the Master list with all information received.

## 6 to 9 months before GW

Continue working on lists from the 9 to 12 months section.

Create / update Facebook Group, remove those that will not be Royals at GW.

Update URL links for GW site, dates for GW, and any other available information.

Talk with Team Leaders to make sure that they are staying in contact with the Kingdoms and Principalities that they have been assigned.

Start working with GW Exchequer for the process that will be used for Royals that will

be attending GW.

Start working with Master Scheduler for adding Kingdom events to the schedule.

Continue to update the Master list.

## 3 to 6 months before GW

Continue on items from the sections for *6 to 9 months before GW* and *9 to 12 months before GW*

Team leads need to be getting their team members recruited. Master list of all people and what team they are on. List needs to include the team they are on, SCA Name, Mundane Name, membership number, cell phone number, group camping with.

At this point many of the people that will be Royals have been determined.

Make Welcome bags for each of the Royals that will be attending.

Post on Facebook and send via email what the registration process is.

Coordination of the gift draw for Crowns. Having all attending crowns listed to have gift draw by December 15th.

Liaison with the Master Scheduler for adding Kingdom events to the schedule.

Continue to update the Master list.

## 0 to 3 months before GW

Continue on items from the sections for *6 to 9 months before GW*, *9 to 12 months before GW*, and *3 to 6 months before GW*.

The last of the Royals that will be sitting during the dates of GW will be known.

Find out when each of the Royals will be arriving and leaving GW.

Continue to update the Master list.

Find out any special needs or wishes of the Royals that will be attending

GW. Assign Cabin / Condo space for attending Royals.

Finish items for Welcome bag - printing schedules, maps, and information

Make sure your Team Leaders are registered for early on, confirm arrival times.

Make sure that the Royals that are staying in Condos / Cabins know what they need to do / clean prior to departure.

Make a map of where all of the Royals are actually staying so that you are able to find them during GW.

## 3 days prior to start of GW Things to do

Inspect Cabins / Condos - check AC, lights, appliances, water, toilets - ensure that everything is in working order, replace light bulbs as needed, stock toilet paper, paper towels, hand soap, put trash bags in all of the trash cans, report broken, non-working items to the proper department for repairs.

Sweep, mop, general cleaning of Cabins / Condos, remove any excess trash. Take pictures of everything.

Monitor email, Facebook page, and messenger for updates / problems regarding Royals or from other Departments.

Get Golf Cart, Radio, Volunteer sheets and find out maintenance change of battery schedule for Cart and Radio.

All Team Leaders need to Troll in for early on.

Make sure that all of your personal stuff is done so that you and the Team Leaders are in garb and ready prior to gate opening.

Make a schedule for which team is on duty. Team Leaders may have certain things they would like to be able to go do on a specific day, try to schedule around those things so that everyone has a good time at GW.

Radio must be on and manned 24/7 from the time gate opens until Sunday noon, or until the cart and the radio are turned back in.

Attend any staff meetings that are held.

## During GW Things to do

Radio must be turned on and answered 24/7

Normal Cart service is from 9am to 9pm. Emergency Cart service is always available as needed.

Keep track of all the major activities that are happening and be at those locations or prepared to transport people to or from them.

Check on Condos / Cabins to make sure that everything is OK and that they have trash bags.

Attend any closing meetings towards the end of GW that might be happening.

Turn in Volunteer sheets every day.

## End of GW Things to do

Inspect Cabins / Condos, check refrigerators and freezers to make sure they are empty. Dispose of trash, make sure that everything is put back in place.

Every Condo / Cabin must be cleaned, cleared, and inspected prior to leaving GW. Take pictures of everything, especially any problems or messes.

Make sure radio, cart, and keys are turned in.

Thank your Team Leaders and Team Members for their efforts and time.