

Gulf Wars Scribes Point Standard Operating Procedures (SOP)

By Maistir Conall O Caindealbhain and HL Vistillia Messalina Pulcheria

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1. PURPOSE.

To describe the Pre-War, During, and Post-War procedures of Scribes Point at Gulf Wars.

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3. SCOPE.

These procedures apply to all Scribes Point personnel: Department Head and deputies, and scribes who participate during Gulf Wars at Scribes Point. Additionally, these procedures involve coordination with Gulf Wars autocrats, Education Deputy, Artisan's Row Department Head and deputies, Classroom Coordinator, Herald's Point Department Head and deputies, Kingdom parchment/signets responsible for their respective Kingdom awards/scrolls, Royal Liaisons, and scribal artisans teaching scribal classes at Gulf Wars.

4. REFERENCES.

- 4.1. Gulf Wars Charter
- 4.2. Gulf Wars Site Rules
- 4.3. GW Operations Chart
- 4.4. Scribes Point Inventory Sheet
- 4.5. Artisan's Row Journeyman Program
- 4.6. GW Class Schedule
- 4.7. Gulf Wars Volunteer Form

5. RESPONSIBILITIES.

It is the responsibility of Scribe's Point Department head, deputies, and scribal artisans to follow these procedures and to ensure that all other gentles who are at Scribe's Point follow these procedures.

6. ABBREVIATIONS.

AR - Artisans Row

SP - Scribe's Point

P/S - Parchments/Signets

7. MISSION.

SP supports the Crowns of the Known World during Gulf Wars with quick turnaround (combat) scribal support as necessary and enhances and encourages the scribal arts through classroom instruction, mentorship by experienced scribes, and practice.

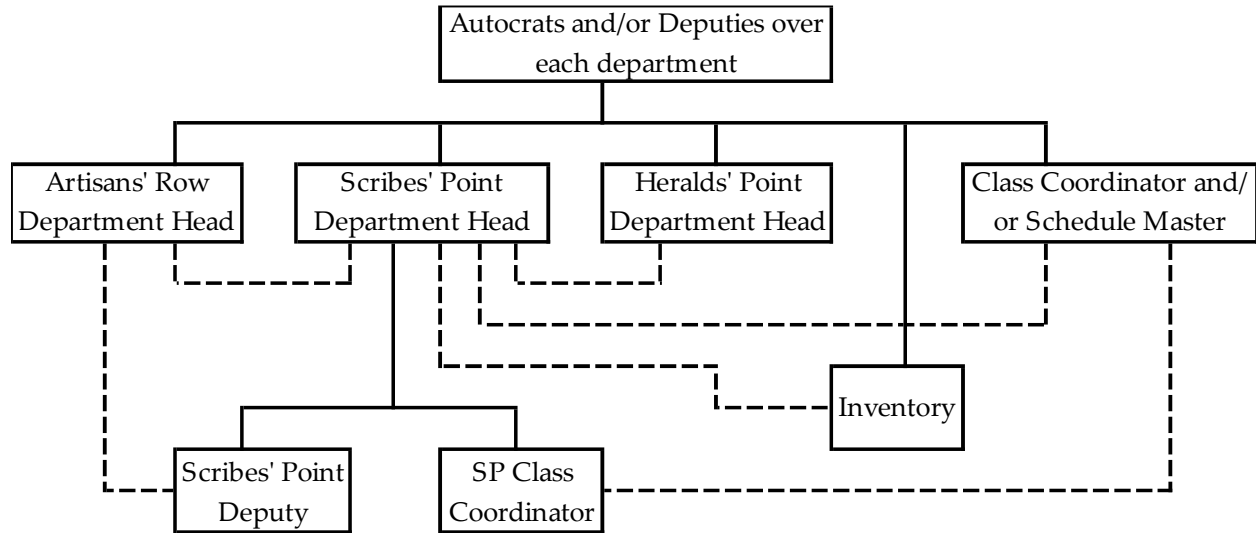
8. ROLES.

8.1. *SP Department Head.* Responsible to the Gulf Wars Education Deputy for all SP matters. Coordinates with AR Department Head on SP tent and SP class tent location and set-up within AR, number of tables and chairs for SP, electricity, and location and support of Hospitality Tent. Coordinates with Classroom Coordinator, AR Department Head and other departments to schedule classes. Coordinates with Herald's Point Department Head, and other department's as necessary to accomplish the SP mission at Gulf Wars. Provides Autocrat and Education Deputy with Early On List of information of all SP personnel who need early on-site permission.

8.2. *SP Deputy*. Supports all tasks given by the SP Department Head as necessary and acts as Department Head at SP or Gulf Wars meetings in the Department Head's absence.

8.3. *SP Classroom Coordinator*. Coordinates with SP Department Head and with teachers to create the Gulf Wars Scribal Classes schedule. **In the absence of this position, SP Department Head shall assume the duties thereof.**

8.4. *Organizational Chart*.



Solid lines indicate direct reporting; dashed lines indicate coordination.

9. EXPENDITURES.

9.1. Save ALL receipts for reimbursement. Overages can happen and can possibly be covered but only if you have receipts. **DO NOT COUNT ON THIS HAPPENING, AND ASSUME ALL EXPENDITURES OVER BUDGET ARE A DONATION!**

9.2. Know the SP budget for next year.

9.3. Know what you can and cannot be reimbursed for budget wise. No food items can go into budget. If you are not sure, ask the war exchequer. They are the ultimate authority.

9.4. Some things should be purchased before war, some things after arrival at site. Much of this depends on room for transport and your personal logistics.

10. EQUIPMENT AND SUPPLIES.

10.1. AR contracts for and sets up of a 20' x 30' tent for SP. This tent will be set up in AR and near Heralds Point tent. However, this may change dependent upon how contractors set up tents prior to start of Gulf Wars. SP is provided with 12 tables and

36 chairs that are obtained from Bede Hall next to AR. An additional table may be required to support the hospitality tent.

- 10.2. Gulf Wars SP inventory is stored in a C-van container across from the live weapons field. See SP Inventory Sheet. These include: tote of extension cords, surge protectors and power strips; tote of desk lamps; a large trash container for the 10x20 classroom tent; a tote with large tarp; a tote of miscellaneous items; separate set of poles for the classroom tent; white trash cans; collapsible plastic shelving unit; ~~two~~ **three** scribes point signs; and an orange igloo drink cooler.
- 10.3. The coffee pot, hot water pot, white boards, cork board, solar lights, and art supplies are kept in separate totes with the department head and/or deputy off site during the year to prevent damage and mold.
- 10.4. Art supplies: gouache paints, pallets, brushes of various sizes, ink, calligraphy pens, Bristol board pads, tracing paper, card stock, plastic cups, paper towels, bottled water.

APPENDIX A.

Pre-, Arrival, During, End of, Post-War Phase.

1. PRE-WAR (At End of War).

- a. Attend any wrap up meetings to meet the incoming autocrat(s).
- b. Verify preferred method of communication for the next year war. The current communication method is email and GW28 Staff Closed Facebook Group. Ensure SP Department Head and any deputies/auxiliary staff that need access are members.
- c. Verify Personnel for other departments next year. ~~A GW28 Operations Chart delegates major Gulf Wars responsibilities to four deputies: Education, Operation, Service, and Marshall Deputies. AR and SP fall under Education Deputy.~~ **GW Operations Charts typically identify specific autocrats or deputies as having major responsibilities for specific areas.** Verify who the next GW Autocrat, ~~Education Deputy~~, AR, Class Coordinator, War Herald (Marshall), Royal Liason (Service), etc.
- d. If not stated in wrap up meeting, find out deadlines for the upcoming war. Examples include, but not limited to, Final report, Reimbursement for budget expenses, updated SOP, next years anticipated budget (and the Autocrat's PREFERRED FORMAT).
- e. Make sure SP is still on the rental tent list and table/chair list for next year.

2. PRE-WAR (September/After Pennsic).

- a. Coordinate with AR Department Head regarding any personnel changes and updated timelines for work in a few months.
- b. Coordinate with Class coordinator **and Master Scheduler** on timeline for opening up submissions online and SP participation with the overall submission set up. (Typically opens October 1).
- c. Coordinate with Gulf Wars webmaster to make any changes to the SP folder on the Gulf Wars website.
- d. Contact with the various P/S of the four Principal Kingdoms to confirm contact information. Inform P/S to think about their Kingdom needs and what they might like to have happen at war at SP for their own kingdoms.
- e. Establish routine communication with SP support staff: Deputy, Class coordinator, etc.

3. PRE-WAR (October)

- a. Confirm with Class Coordinator **and Master Scheduler** on timeline to open up class submissions. Get web link when available and distribute it to P/S to inform scribal community.
- b. Receive class schedule template from Class Coordinator/**Master Scheduler**. Provide template to SP class coordinator to schedule SP classes.
- c. Provide General Advertisements/reminders on Social Media about SP. Include links (war website, class submissions, etc) if available/applicable, otherwise that links will be available soon.
- d. Coordinate with deputies on volunteers for a SP set up and take down team. Begin creating early on list for persons arriving to set up SP.

4. PRE-WAR (December)

- a. Class submission form should be up. As soon as the form is online and available, craft a form email to prior teachers at SP Gulf War (emails are collected as a part of the submission process) and include link. Thank them for prior time and talent, and encourage them to join us again in the upcoming year. Reach out in this month even if there is a delay in the sign up link. Let them know they will receive the link as soon as it becomes available.
- b. Draft a form email to the P/S with class link (if available) and encourage them to reach out to their local teachers going to war. This is also a good time to start the dialog about what they anticipate their kingdom needing at war. If class link is unavailable, let them know you will follow up with it as soon as it is available. In same email encourage all SP volunteers to complete the Gulf Wars Volunteer Form online.
- c. Coordinate with Education Deputy/Autocrat on any issues. Provide them a status update on SP and any requirements from SP.
- d. Confirm with AR Department Head that SP is still on the logistics list for tents and tables/chairs.
- e. Confirm with Class Coordinator/**Master Scheduler** when the general link for class submissions will be "closing" and more importantly, the deadlines. Class Coordinator will need SP schedule by a certain point for publication. Communicate information to the SP class coordinator.

5. PRE-WAR (January)

- a. SP class coordinator manually creates class schedule spreadsheet based on the Google document of teacher submissions from Class Coordinator and other classes received via other communications to fill in gaps.
- b. Confirm if anything else is needed by the SP class coordinator.
- c. Check in with set up and take down crew. Life happens.
- d. SP class schedule should be finalized and submitted to Class Coordinator who will check for class conflicts with other departments, once done it is published in the Gulf Wars site book on line.

6. PRE-WAR (February)

- a. Last check on the SP totes. Just to make sure there are no last minute problems or issues.
- b. Check in again with P/S to make sure that they will be sending materials needed to the point. Craft a personnel roster with names, contact information, and where they will be camped if you have to go and pick up anything. Generally, Ansteorra and Gleann Abhann will have preprint charters that need to be at the point. Meridies and Trimaris have an originals system and generally provide pieces in different points of construction.
- c. Get the SP staff anticipated arrival dates.

7. PRE-WAR (Two-Weeks before War)

- a. Have a by name list of who is bringing what, supply wise, and verify they know/remember about it, they have it, they are still going, and expected arrival date/time. Mostly about the SP staff, but also other people bringing things should not be forgotten.
- b. Verify own packing and logistics.
- c. Know when the SP staff will be arriving.
- d. Clean anything that needs cleaning prior to packing it.
- e. Confirm with deputies that SP materials left with them for the year are being returned and determine any last minute expenditures.

8. PRE-WAR (One-Week before War)

- a. Handle packing and loading of transport. The more complicated the plans, the more management may be involved.
- b. Verify routes and any changes that may have happened due to outside forces like construction or weather.
- c. Have a paper back up of contact information for key people. Have a paper back up of everything SP logistics and schedule related. In a worse-case

scenario if something happened and you couldn't access your phone/laptop/tablet/ technology have everything available analog to keep SP functioning.

- d. Do not overwork personal needs before going to war, e.g. sleeping, eating well, etc.

9. ARRIVAL AT WAR.

- a. Drive down to AR and verify which tent is SP. Depending on the order of staff arrival some set up may be in progress. Unload any supplies for SP and make sure that they are in a location that is safe should the weather change.
- b. Ensure personal campsite (bedding for that evening) is set up before doing set up work for SP, beyond dropping anything off at the rental tent.
- c. Sign-in early to Troll.
- d. Confirm time when Inventory is open to sign for SP inventory from C-van container across from the live weapons field. Drive to Inventory and identify, load up and sign for SP inventory. Take inventory to SP tent in AR and off load equipment and supplies. Department head or deputy should coordinate to determine who will be on site first to sign for inventory.
- e. Organize and clean equipment and supplies from onsite storage.
- f. Coordinate with AR on location of SP Classroom tent and Hospitality Tent. SP Classroom tent will be set up by SP. The Hospitality canopy will be set up by AR adjacent to SP tent.
- g. Set up SP. See SP Set Up Diagram. Get 12 (13 if possible) tables and 36 chairs from Bede Hall next to AR. Set up tables, chairs, equipment and supplies. Set up Classroom tent. Set up tarp between SP and Classroom Tent to cover walk way between them and to cover the trailer that may be positioned between them. Check with electrical personnel on site and/or AR department head/deputy on electrical outlets and connectivity. Have extension cords distributed and set up for desk lamps on tables.
- h. NEVER TRUST THE WEATHER. Make sure supplies are in a good and safe location always. Anything left out could be ruined if it starts to rain suddenly. Make sure Classroom tent poles are staked to the ground to prevent roll over due to high winds.
- i. SP tent location and/or set up may change based on AR and Gulf Wars site requirements.
- j. Department head or deputy attend the start of war meeting. SP should be finished with set up by then.

- k. Obtain volunteer point sign up half sheets for SP. There will be persons volunteering who are unaware of the system, and it makes it easier for them to sign up.
- l. Set up SP signage and banner.

10. DURING WAR.

- a. See Scribe's Point Operations for more specific information.
- b. Staff and scribes should eat at least twice a day. Water should be available for everyone to stay hydrated. A deputy on early shift should not be staying late and vice versa. **DO NOT FORGET ABOUT PERSONAL NEEDS AND LOGISTICS!!!!** It is very easy to get so wrapped up in SP that you miss something personally.
- c. Keep up with the overall schedule. There is usually a mid-week staff meeting on the schedule. Sometimes it is needed, sometimes it is cancelled.
- d. AR may have persons participating in the Journeyman Program. Department head and deputy will provide any scribal Journeyman a schedule and week-long project/classes to complete based on Journeyman Program guidelines from AR.
- e. Some P/S may provide Kingdom charters/pre-prints for painting by volunteers. Have a central area where scribes can select these for painting.
- f. Teachers teaching SP classes must inform Department Head and/or Deputy if a class must be cancelled or possibly rescheduled. Department Head and Deputy will check schedule to determine if it can be rescheduled, if not coordinate for a new teacher and/or new class/demo to take the cancelled class's place and then inform Class Coordinator of any changes to SP classes or schedule. Class Coordinator will publish those changes.
- g. Keep in regular contact with AR and War Herald for possible issues that may occur. Make sure to check information point regularly, once a day.
- h. Teamwork. Help other departments as able. Last minute signage is invaluable.

11. END OF WAR.

- a. Thursday. Coordinate the timeline for when items can be packed, and the general schedule for breakdown.
- b. Friday. Remind scribal volunteers to start taking personal supplies and kits back to their own camp. Start packing SP, with a focus on inventory staying onsite before the inventory that goes home with SP staff. Class tent can be dismantled and packed after the last class of the day and weather permitting. Make sure anything going into inventory stays under the

rental tent until it goes into the trailer, in case of rain. **Deliver completed scrolls to Crowns or P/S.**

- c. Saturday. Finish packing up the bins and items stored onsite in the trailer. Upload equipment and supply containers that are stored onsite, drive to Inventory in front of C-van container across from the live weapons range, download containers and sign in Inventory. Finish packing the rest of the SP inventory that goes home with staff.
- d. Sunday. All SP should be packed and finished. This is usually the day for packing and loading the last of personal stuff. Attend the staff wrap up meeting.

12. POST WAR.

- a. Save ALL communications. If Facebook messages/posts go astray, make sure to screenshot and make a record of it.
- b. Check the totes that go home with the SP staff every so often. These go home with staff because of the more delicate nature of the materials inside, and it is better to catch an issue (moisture, mold, etc) before it gets out of hand.

APPENDIX B.

SCRIBES POINT OPERATIONS.

1. SP set up is Saturday through Sunday with operations beginning Sunday afternoon.
2. SP operations is **typically** from 8 AM to 5 PM daily, Mon through Fri. **Any changes to this schedule should be announced well in advance and communicated to the Webminister and Master Schedule.** However, based on needs of Crowns, Kingdom scribes may require the use of SP for combat scribing after 5 PM. 8 PM is lights out at SP. Exceptions are based on combat scribing with approval from Department head or deputy. Department Head and deputies will rotate duty as necessary, early on to open SP, oversee daily SP operations, and later to close SP.
3. Department Head and/or deputies that open SP should make a pot of coffee, have hot water pot ready, and check Hospitality area for cleanliness and restocking. Sign in sheet should be set up to begin for that day for any incoming volunteer scribes. Art supplies area and tables should be checked for cleanliness. Classroom tent is open and prepared to receive teachers and students.
4. Other than department head and deputies all persons working at SP must sign in on the sign in sheet to ensure they receive volunteer hours. On a daily basis a deputy will collect volunteer sheets, signed by the Department Head or Deputy to turn in to Volunteer Point.
5. Scribes are allowed to bring their personal supplies/folders into SP but are responsible for all personal items. Scribes are expected to take their personal supplies when departing SP to provide space for other persons to work. SP is not responsible for any lost or damaged personal property.
6. Art supplies are available for all scribes or persons interested in learning the scribal arts. These are located centrally in the middle of SP. Tables are set up in a U-shape so that scribes can easily get art supplies and return to their tables to continue their work.
7. Scribes are responsible for safe use and cleanliness of supplies and work areas. If using gouache tubes, only use a small amount (bead) on the pallet at a time to prevent wasting the gouache. Brushes should be cleaned out using the water in a small plastic cup and the used water emptied outside of SP tent when done. Any art supplies used by scribes should be returned neatly to the Art Supplies area. Art pallets with paint left should be stored to dry for use later by another scribe.
8. Kingdom scrolls when done will be put on the drying rack. Scribes must write their name in pencil on the back of the scroll. When dried they will be placed into the Kingdom scroll container for P/S or scribe representative pick-up. Scrolls left

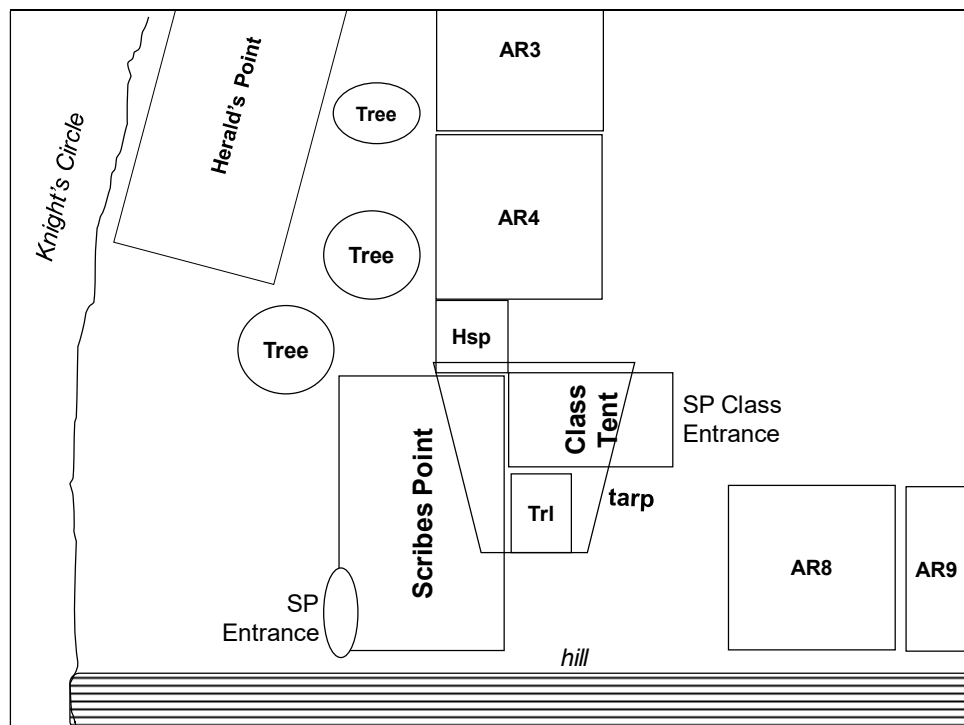
to dry and not finished, when dry, will be stacked into a folder for safe keeping. Department Head and/or Deputy will keep track of how many scrolls are completed each day by Kingdom.

9. Persons teaching SP classes must sign-in to SP prior to teaching to receive volunteer hours. Teachers should arrive to SP 15-30 min before class start time for class set-up, etc. Teachers will use a sign-up sheet to identify all persons who took class. Teachers will sign out from SP and provide the sign-up sheet to the Department Head and/or deputy to track class attendance.
10. It is encouraged that students attending SP classes practice what they learned at SP where they will receive additional mentorship in the scribal arts by those at various levels of experience and additional practice.
- 11. Typically the event staff will provide a cooler for drinking water, in addition to the SP cooler for wash water.**

APPENDIX C.

SCRIBES POINT SET UP DIAGRAM.

1. The diagram is based on a proposed layout by AR. This is subject to change based on and changes in Gulf Wars site requirements and placement of tents by the contractor.
2. Rules of placement of equipment: Class tent faces towards AR courtyard or along court yard. Personal trailer to store scribes point materials in case of emergency weather conditions may or may not always be available by the department head or deputy, if it is then it should be placed between the class tent and scribes point tent with the large tarp placed over the end of the SP and the class tent to cover it. Entrance to scribes point should be accessible and visible. The SP sign should be on both sides of the SP tent along with a banner.
3. Electrical connectivity should be available from AR and through use of extension cords wrapped in the upper part of the tent (via make shift pulley system and tied off) so that cords drop down over tables for connection to power strips and desk lamps. Coordination with electrical personnel may be required on site with AR.



APPENDIX D

TRADITIONAL SCROLLS

It is traditional for the Scribes' Point Head and Deputy to do the following scrolls entirely on-site during the week:

- A. Broadsword Tournament of Champions/Champions' Battle**
- B. Rapier Tournament of Champions/Champions' Battle**
- C. War Bard.**

Confirm at the beginning of the week with the War Herald that the Tournament of Champions Scrolls will be needed, as well as the date and time of these battles. Confirm also with the Performing Arts head that the War Bard scroll will be needed.

TOURNAMENT OF CHAMPIONS SCROLLS:

Notes:

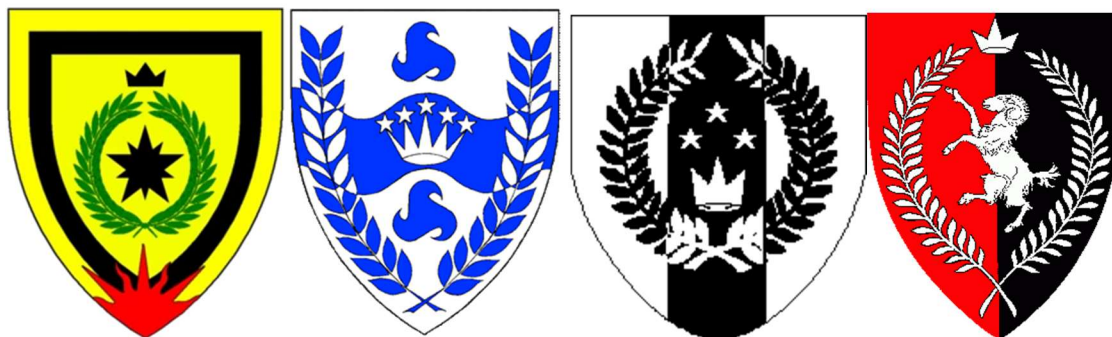
1. Check with Gulf Wars Herald at Herald's Point to confirm date/time/place of tourney.
2. Send someone to get rosters from both tournaments.
3. Confirm with Gulf Wars Herald which Kingdom won each tournament.
4. Put all four principal kingdoms' devices on each scroll.

Renown and eternal fame are the just and the rights of those who place their lives and honor on the tournament field for the glory of a king or queen. On the ____ day of March did the noble Kingdom of _____ and all assembled allies host a tournament of *(broadsword/rapier)* champions. Let all who read this Tournament Roll recall the glory, chivalry, courtesy, and prowess of the field, and the majesty of the assembled Royal Houses.

(List of names; winner in red, loser in black)

To the accuracy of this roll so I attest.

(Winning kingdom to be identified after the tournament; Gulf Wars Herald to confirm this information)



WAR BARD SCROLL

In this, the time of war, 'tis the Bards, Minstrels, and Skalds who bring the conflicts between foes to life. Without these tellings, no history would be recorded, no legends would be born. Upon this day we have waged in bardic combat and in this prowess in the Performing Arts, one has won the right to be called War Bard of Gulf Wars [*number*]. So, for the entire Knowne World to hear, we shout that [*name*] has battled and won the right to wear the war horn and lead the bards to war.

Done this ____ day of March, A.S ____.