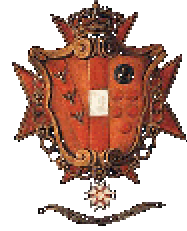


# *The Guild of Santa Maria*



## *An Event Weekend*

### **Event Fees:**

Event fees are the stuff that pays for the perishables and food that is served up each event weekend. These funds have to pay for the purchases made prior to an event, and as such must be paid in advance of an event weekend. Fees are due no later than the weekend prior to an event.

### **Check-In:**

On arriving at an event, there is usually a check-in table somewhere at the front of faire. Bring a photo-id, and be prepared to show it. At some events, wristbands are sent to the guilds (don't forget yours), at others you'll receive yours from the check in table. In either case, put it on when you arrive on site, and leave it on until the end of the weekend. The check in table can also point you in the direction of where our assigned location is.

Proceed to the guild encampment once you've been to the check-in table, and let the GM, AGM, or a Director know you're present and ready to go.

### **Set-Up/Strike:**

Setting up a 60' wide by 40' deep encampment with pavilions, fencing, kitchen, etc. is a royal pain. The best way to get it done quickly and painlessly is for everyone to help out. The head of operations will conduct the setup and tear-down of the site, and will assign tasks to everyone that shows up. If everyone takes the time to arrive early on Friday, to even a few events, then there will always be sufficient bodies to help make the whole experience a breeze.

Sunday night after closing there will be guild notes, and then strike will begin. The head of household will direct the striking of the kitchen into the tubs, and the head of operations will direct the breakdown of the site and the loading of the truck. Everyone that was present on an event weekend is expected to assist in the strike. We can generally be packed in under two hours after the event closes.

# *The Guild of Santa Maria*



## **Notes & Morning Call:**

Morning Call is Saturday and Sunday morning at 9am. You should be dressed in costume, or well underway to being dressed.

On both Saturday and Sunday, there are guild notes held each morning at 9:30 (or when the faire notes are complete and the guildmaster returns, whichever comes later). These notes are absolutely imperative, as they will have any last minute updates to the schedule, and any special notes that need to be dispersed for that event. After those notes are completed, the Stage Manager becomes in charge of the front yard and will begin making assignments or taking volunteers for the day's schedule.

## **Standard Daily Schedule (subject to changes on a per- event basis):**

9am	Morning Call
9:30am	Notes
10am	Opening Parade/Faire Opens
10:30am	Front Gate Meet & Greet
10:30am	Group Takes to the Streets
11:30am	In-encampment Activities
12pm	Luncheon Prep Begins
1pm	Luncheon Commences
3pm	Group Takes to the Streets
4pm	In-encampment Activities
6pm/5pm Sun	Closing Parade
after Closing	Notes

**Note:** There are times where more than one activity will be scheduled at the same time. Some people may head out for meet and greet, while others hold sword training out front of the yard. Feel free to inform the Stage Manager and/or GM of your preferences for types of activities and they'll make sure that opportunities present themselves.