

Estrella War Main Event Stewards' Handbook

Edited and approved by: **Mistress Rowan Bridget Blackmoor, OP**
Estrella War Deputy Kingdom Seneschal

Written by: **Viscountess Victoria of the Vales of Barnsdale**
Past Deputy Kingdom Seneschal for EW

Revised September 18, 2015

Congratulations on your appointment as an Estrella War Main Event Steward!

This is your handbook so the Estrella War does not have thirty some odd years more of reinventing the wheel.

It was written to be a living, breathing document; as such it is now your responsibility as an Estrella War Main to keep the information in it current, clear, concise, condensed and accurate and to ensure it is passed on to the next Estrella War Main Event Steward (s), both in hard copy and electronically.

TABLE OF CONTENTS

ESTRELLA WAR STAFF

Crown of Atenveldt and Heirs

Kingdom Financial Committee (KFC)

The Estrella War Financial Committee (EWFC)

Atenveldt Kingdom Seneschal:

Atenveldt Kingdom Chancellor of the Exchequer:

Estrella War Exchequer

Kingdom Deputy Seneschal for Estrella War

Corpora & Kingdom Law

Warrant Process for Estrella War Staff

Seneschal Warrants

Exchequer Warrants

Standard Officers Warrants

Kingdom of Atenveldt Warrant of Appointment to Officer (roster warrant)

Coordinator positions not requiring a roster warrant

Additional Warranting Information

Kingdom Regnum Officer

Order of Precedence

Web site management

ESTRELLA WAR MAIN EVENT STEWARDS

Appointment Process

Responsibilities of the Estrella War Main Event Stewards

Human Resource Management

Estrella War Coordinator Positions:

Web and Social Media Recruitment

Web Recruitment

Personal Recruitment

Management and mentorship of Coordinators

Removal of staff

Administrative Duties- Reporting procedures

The Estrella War Main Event Steward's Final Report

Reporting Requirements of the EW Coordinators

Financial Management:

Promotional Management:

Content and information on the Estrella War web site:

Content and information for Social Media:

General Administrative duties

Site Management

Site Contracts:

Vendor Contracts:

On Site Management:

[Site Set Up:](#)

[Primary Site Set Up:](#)

[Secondary Site Set Up:](#)

[MANAGEMENT OF THE ESTRELLA WAR](#)

[January](#)

[February](#)

[March](#)

[April](#)

[May](#)

[June](#)

[July](#)

[August](#)

[September](#)

[October](#)

[November](#)

[December](#)

[January, the year of the war](#)

[February, the year of the war](#)

[March following the war](#)

[April following the war](#)

[May following the war](#)

ESTRELLA WAR STAFF

An overview of management duties and responsibilities

Crown of Atenveldt and Heirs

The Crown and Kingdom Seneschal are responsible for the appointment, removal, and suspension of the Estrella War Main Event Steward(s).

The Crown is responsible for the appointment of the following Estrella War Coordinator positions, when those positions are applicable; the Atenveldt Treaty Coordinator and Land Allocation Officer

The Crown is responsible for the creation of all Heavy Armored Combat Scenarios and the approval of all Rapier, Archery, and Youth Combat scenarios for Estrella War.

The Crowns word is law and the final authority.

Kingdom Financial Committee (KFC)

The KFC is comprised of the Crown of Atenveldt and the following Kingdom officers:

- Kingdom Seneschal
- Kingdom Chancellor of the Exchequer
- Kingdom Chronicler
- Estrella War Exchequer

The KFC collectively reviews the Letter of Intent and resume of those persons applying to serve as the Estrella War Main Event Stewards. Members of the KFC then make their recommendations to the Crown & Kingdom Seneschal.

The Estrella War Financial Committee (EWFC)

- Atenveldt Kingdom Seneschal
- Atenveldt Kingdom Chancellor of the Exchequer
- Estrella War Exchequer
- If a principal kingdom(s) is involved in the War, then the Estrella War Exchequer will no longer be a voting member and his/her vote is now the responsibility of the Principal Kingdom's Exchequer.

Review of the monthly and final event financial reports

Approval of profit distribution for the EW

Atenveldt Kingdom Seneschal:

As primary officer and legal representative of the Kingdom of Atenveldt, the Seneschal is ultimately responsible for overseeing all events, ensuring the War follows guidelines set forth by Corpora, Kingdom Financial Policy, Estrella War Financial Policy, and Kingdom Law, and is the only individual authorized to sign contracts and permits for the War. This position is a permanent member of the committee.

Atenveldt Kingdom Chancellor of the Exchequer:

As primary financial officer for the Kingdom of Atenveldt, is responsible for ensuring all aspects of the War comply with the financial guidelines set forth in Appendix A of the Chancellor of the Exchequer's Officers Handbook, current revision. This position is a permanent member of the committee.

Estrella War Exchequer:

Serves as a chairperson for the EWFC and whose primary responsibilities are;

Read, comply and update the EW Financial Policy as necessary.

The day-to-day financial aspects of the War, monitoring and publishing monthly cost vs actual budget analysis, accountable for the management of the EW War bank account to include issuance of checks, balancing the checking account, accountability and depositing of funds, managing NSF fees, etc., and publication of budget and financial reports.

Serving as the liaison between the Estrella War Main Event Stewards and the EWFC, and working with the Estrella War Main Event Stewards to manage the budget for the event. This includes ensuring the Estrella War Main Event Stewards are given an opportunity to provide feedback, commentary, and recommendations to the EWFC on all issues presented to the committee before votes on those matters are requested.

Kingdom Deputy Seneschal for Estrella War

The Kingdom Seneschal appoints an Estrella War Deputy Kingdom Seneschal whose responsibility is to serve as an adviser for the Estrella War Main Event Stewards with:

Corpora & Kingdom Law

Review and approve all promotional media content (EW web site, Facebook, etc).

The warranting process of Estrella War Coordinators.

Ensure all Coordinators are current SCA members at the time of the Estrella War.

Ensures the Kingdom Seneschal receives all contracts and permits for review and signature. Acts as representative/liason at permit meetings. Main point of contact on-site for Seneschalate, during the event itself.

The review of the Merchant packets to ensure Corpora, Kingdom, and modern laws have been adhered to and EW budget concerns have been addressed.

The management of on-site SCA waiver documents (for emergencies purposes).

Ensure critical deadlines concerning the war are met. They are:

- June 1st, submit initial budget to EWFC for approval.
- June 1st, Town of Queen Creek Special Events package initiated
- July 1st, Contracts; site and vendor solicited and/or bid out
- July 15th, Proposed budget approved by EWFC and published to Southwind.
- August 1st, Pre-registration packets ready for pre -registration by mail carrier.
- September 1st, site and vendor contracts submitted to the Kingdom Seneschal for review, modification (if need be), approval and signature.

Ensure monthly reports are generated by the Mains and that the Kingdom Seneschal has received them.

Ensure monthly financial reports are completed and published to Southwind.

Conduct, prior to the opening of main gate, an on-site Special Event Emergency Contingency Plan (SEECP) drill.

In conjunction with the Kingdom Seneschal provide on-site war coverage.

Ensure the Estrella War Main Event Stewards Handbook has been reviewed and revised. The Estrella War Handbook will be reviewed between the end of the preceding War and April 1st each year by the Seneschal and Emergency Deputy Seneschal, with input from the previous Mains. All revisions shall be available by April 16th annually and distributed to all appropriate parties and remain in effect until the following year's scheduled review time frame.

Warrant Process for Estrella War Staff

The Estrella War staff is warranted so that they may be covered under the SCA, Inc. Director's and Officers insurance policy

The Estrella War Main Event Stewards and the EW Deputy Kingdom Seneschal are responsible for ensuring all designated Coordinators are warranted from the time they act in an official capacity until the submission of their final report.

Seneschal Warrants

This form is called the “Warrant of Appointment to Executive Office” and is the only form to be used for Seneschals and their Deputies.

The Estrella War Main Event Stewards are warranted under the Seneschal’s office as “Estrella Main Event Coordinators” by the Crown and Kingdom Seneschal. This is not a deputy position, rather it’s own specialty office just like Waiver Officer or Kingdom Calendar Officer.

Exchequer Warrants

This form is called the Warrant of Appointment to Financial Office and is the only warrant form to be used for the Exchequer and their Deputies.

The Estrella War Exchequer, Main Gate, Pre-Registration and Merchant Coordinators are warranted as Deputy Exchequers by the Kingdom Chancellor of the Exchequer.

Standard Officers Warrants

This form is called the “Warrant of Appointment to Office” and is issued to warrant all officers except Seneschals and Exchequers. All Kingdom Officers serving in an official capacity for the Estrella War will be under this warrant, and thus the concern of the Kingdom Seneschal and Crown.

To include: Herald Point Coordinator, EMS Liaison, EW web Minister, EW Regalia, Kingdom Combat Archery Marshal, Kingdom Earl Marshal, Kingdom Rapier Marshal, Kingdom Media Officer, Kingdom Minister of the Arts and Sciences, Kingdom Sheriff, Kingdom Youth Activities Officer, Kingdom Youth Combat Marshal, and Royal Archer, Estrella War Land Allocation Officer, Executive Assistant. Gate Book editor is warranted under the Kingdom Office of the Chronicler.

Kingdom of Atenveldt Warrant of Appointment to Office (roster warrant)

All other Estrella War Coordinators are warranted on the roster warrant. The warrant roster must be completed and signed by February 1st, of that year’s war. And remain active until May 1st of that years’ war (until their final report is submitted).

To include: A&S Collegium Coordinator, A&S Showcase Coordinator, Atenveldt Treaty Coordinator, Battlefield Coordinator, EMT Liaison, Hospitality Coordinator, EW Cartographer, Motorpool Coordinator, Parking Coordinator, Royal liaison, School Tours Coordinator, Special Needs/Shuttles Coordinator, and Special Events Coordinator.

Additional Warranting Information

Should any Coordinator hold any level warrant, they need not be warranted specially for the Estrella War, with the exception of an executive or financial warrant.

In addition to the appropriate warrant form a person applying for a Coordinator position must fill out the Kingdom of Atenveldt Warranted Officers Information Sheet. This sheet, among other things, gives Regnum permission to post private information on the website.

Once the EW Main Event Stewards acquire both the appropriate warrant form and the Warranted Officers Informational Sheet from the Coordinator, said sheets are to be given to the EW Deputy Seneschal.

Once reviewed, the EW Deputy Seneschal will confirm that the warrant is sent to The Crown and appropriate Kingdom Great Officer for signatures and will insure that Regnum receives the warrant for the placement of staff information on the EW web site.

Should a Coordinator wish their picture included on the Staff Page of the Estrella War web site *and they do not already have their picture posted under the OP*, they will need to submit a Release Form for Models and a Photographer Release Form. They will also need to provide a head & shoulder picture in garb to the EW Web Minister.

Kingdom Regnum Officer

Order of Precedence

The EW Deputy Kingdom Seneschal submits unto the Kingdom Regnum Officer, for regnum change, those persons who have filled an EW Coordinator position. Regnum requires a valid and current warrant and membership ID number to process request. Regnum records that position in the OP, which then flows into the website.

Web site management

The Seneschal's Office and Regnum Change also manages the Google App Email Accounts assigned to Estrella War positions. These offices will manage the email accounts of the EW Coordinators, i.e., set them up, deletes them, clear them, reset the passwords, etc.

Neither the Kingdom nor the Estrella War Web Ministers are needed for the EW web site staff page to be updated.

If a person has their picture on the OP it will automatically forward to the EW Staff page when Regnum updates the website with a war office that is listed on the Staff page.

ESTRELLA WAR MAIN EVENT STEWARDS

Appointment Process

The Estrella War management may be awarded to a single Main Event Steward, or Co-Main Event Stewards and their Deputy Mains.

The Estrella War Main Event Stewards are appointed by the Crown and Kingdom Seneschal with recommendations from the KFC through a selection process.

Application for this office as a Main Event Steward must be submitted by January 5th of the year preceding the war.

Be sent to the Crown of Atenveldt, Kingdom Seneschal, and KFC to minimally include:

- SCA and Modern resume detailing the relevant experience of the applicants.
- A designated Emergency Deputy (and resume).
- Division of labor between Co-Mains
- A list of potential Coordinators.
- An overview of any important changes they wish to implement in the running of the war.

The Mains are warranted by the Crown and Kingdom Seneschal under the office of Kingdom Seneschal with a specialty office of “Estrella War Main Coordinators”. The warranting period to cover the Stewardship of one Estrella War.

The warrant to be in effect from the day of their appointment until the final Event Summary Report and Event Financial Reports are published, and a proper accounting has been completed for all funds for said war.

Responsibilities of the Estrella War Main Event Stewards

Human Resource Management

Recruitment and appointment of Estrella War Coordinators; from date of appointment until all Coordinator positions are covered.

Estrella War Coordinator Positions:

There are three distinctive categories of Estrella War Coordinators and they are: Mandatory, Essential and Discretionary.

Mandatory Coordinators:

- Kingdom Seneschal
- Kingdom EW Deputy Seneschal

- Estrella War Exchequer
- Main Gate (formally known as Troll)
- Pre-Registration
- Merchant
- Land Allocation- Appointed by the Crown ONLY
- Treaty (when/if applicable)
- Kingdom Combat, Rapier, Youth Combat and Archery Marshals
- EMS Liaison
- EW Watch Commander (Usually Kingdom Sheriff) and pre-war security.
- EW Web Minister
- Kingdom MoA&S (A&S Competition)

Essential Coordinators:

- Promotions
- Executive Assistant (to the Mains)
- EW Regalia Supplies/Equipment
- Motorpool
- Special Needs
- Special Events
- Artisan Showcase
- A&S Collegium/Demonstrations
- Volunteer
- Hospitality
- Royal Liaison
- Battlefield Set Up
- Gate book
- Site set up
- Parking
- Youth Activity
- School Tours

Discretionary Coordinators:

- Equestrian
- Dance
- Thrown Weapons
- Estrella War Radio (broadcast & bell tower chimes)
- Any other position you wish to create.

Web and Social Media Recruitment

Web Recruitment

The Estrella War web site has a dedicated page listing staff. There are three sections concerning staff and they are;

Estrella War Event Coordinators staff page. Which lists coordinator positions, a contact information, picture (if supplied by Coordinator with the needed forms) and if applicable, an email address specific to the EW Coordinator position. Note: not all Coordinators require an email address.

Join the Staff, which is an introduction on how to join the staff.

Estrella War Positions, which lists all Coordinator positions and relative information concerning the positions, i.e., Position, Brief Description, Warrant Requirement, Minimum Qualification, Position Status (filled or open) and application form links. This document is a permanent fixture for the page.

The Kingdom's Facebook and other social networking sites.

The Kingdom's on line newsletters.

Southwind, in which the EW Main Event Stewards and Exchequer open positions, must be published for three months.

Personal Recruitment

Direct contact through email, social networking, and face to face.

Court Announcements.

Management and mentorship of Coordinators

Coordination with Kingdom Officers as is applicable to their duties for the War.

Scheduling staff meetings for dissemination of information.

Conflict resolution.

Award recommendations for Coordinators and volunteers to the Crown.

Largess and Hospitality for EW Coordinators and volunteers.

Management of staff SOP's on EW web site for recruitment purposes.

Review and approve all scheduled events for Estrella War.

Removal of staff

The Estrella War Main Event Stewards have the authority to remove any EW Coordinator that they have appointed with cause. A Kingdom Officer serving in the capacity of a coordinator may not be removed, but can be remanded to the Crown and Kingdom Seneschal for redirection and/or removal.

Procedure for the removal of staff :

Notify the Kingdom Seneschalate of issues and potential for removal. Keep Seneschal and Emergency Seneschal up to date with ongoing process.

Informal resolution: Identify the problem with the Coordinator and discuss probable solutions to rectify the problem, with a deadline for said resolution to occur.

Formal resolution: Give a formal notification that agreed upon resolution has not occurred and give the Coordinator a formal warning of removal from said position if the problem is not resolved (provide deadline).

Allow the Coordinator to resign before removal of position and warrant process.

If the deadline issued in the formal warning is not adhered to, consult with the Kingdom Seneschal and the other signature party on the Coordinator's warrant to begin the removal of the warrant.

Administrative Duties- Reporting procedures

Implement and adhere to the reporting requirements as Main Event Stewards as required by the Kingdom Seneschal, during the course of the war from appointment to the final report.

Currently the requirement is monthly. The monthly report shall begin in the month of June and continue until the war's completion. Monthly reports are due the 15th day of each the month, with copies to the Kingdom Seneschal and Deputy Kingdom Seneschal for EW.

Each month, provide a current staff roster to Emergency Seneschal for membership review. Membership issues will be communicated to the Mains by the Seneschalate for resolution.

The proper processing of all necessary forms for all Coordinators receiving complementary passes; EW Registration Form & EW Staff Volunteer Form (which denotes group/office the Coordinator is donating their volunteer hours).

The Estrella War Main Event Steward's Final Report

The EW Main Event Stewards final report should contain all pertinent information relating to: Site Management, Financial Management, Human Resource Management, Administrative Duties and Promotional Management.

This report is to be presented in hard copy and on a data storage device, i.e., thumb drive, disk, etc., (and may be stored on the cloud) to the Crown, Kingdom Seneschal and incoming Estrella War Main Event Stewards. The final report shall include:

Site Management:

- Copy of site contract
- Copy of the SEECP
- Copy of all vendor contracts
- Copy of RV rental contract for EMS
- Copy of the Town of Queen Creek Special Events permit
- All site maps which include the placement of:
 - Roads (interior and exterior), main entrance and exit and event signage
 - Emergency evacuation
 - Interior Streets and signage
 - Walking paths, trees & bushes, road barriers
 - Shuttle stops
 - Parking (general, handicapped, paid, school and RV (wet & dry)
 - School Tour routes
 - Royal Encampment
 - Regalia
 - Pavilions
 - Fighting fields (rapier & hard suit)
 - Archery and throwing weapons areas
 - Helipad
 - Merchant Row
 - Town Square
 - The points (Chirurgion, Watch, Heralds, Volunteer/Hospitality, Autocrats/Merchants)
 - Event Registration
 - A&S Collegium
 - Children's/youth's activity center
 - Camping Areas
 - Shower trucks
 - Port-a Johns
 - Waste removal receptacles (trash, ash and waste water)
 - Permanent structures and off limit areas
 - Potable water
 - Kiosks
 - Storage areas
 - Pertinent contracts for vendors/permits

Financial Management:

- A copy of the proposed submitted budget by the Main Event Stewards
- A copy of the final budget
- A copy of the Estrella War Exchequer's final report

Human Resource Management:

- A copy of the overview of Coordinator positions, descriptions, warranting and report procedures (excel document)
- A copy of all Coordinator's final reports
- A copy of all Coordinator SOP's

Administrative & Promotional Duties:

- A copy of the Estrella War Handbook
- A copy of the EW gate book
- A listing of all formal and informal meetings
- An overview of the War:
- Listing the effectiveness of the planning stages
- Listing the effectiveness of the logistics and operations during the war
- Listing the effectiveness of the administrative duties overall
- Proposals to correct any deficiencies in the above mentioned areas

Reporting Requirements of the EW Coordinators

With the exception of the Coordinator's mandatory final report (due April 1st following the war), It is the sole discretion of the EW Main Event Stewards as to the reporting procedures for the EW Coordinators, unless otherwise dictated by the corresponding Kingdom Officer to which the Coordinator reports to.

Reporting procedures are set by the Kingdom Chancellor of the Exchequer for those Coordinators who are warranted through, report directly to, and are managed by said office; the Estrella War Exchequer, the Front Gate, Pre-Registration and Merchant.

Copies of all reports, including the final report sent to the Estrella War Main Event Stewards.

Kingdom Officers working the Estrella War in their official capacity are required to file an EW final report as dictated by the Kingdom Seneschal. A copy of the Kingdom Officer's EW final report shall be sent to the EW Main Event Stewards.

The Coordinator's final report should be formatted in bullet point for brevity and ease of reading. The following specifics need to be included in the report:

- The Coordinator Position they occupied.
- The number of hours provided by the Coordinator to fulfill their duties (both pre, during and post war).
- Coordinator's deputy(s) and their volunteer hours. Was the number of deputies sufficient?

- The number of additional volunteers utilized by the Coordinator and their collective hours provided.
- Equipment/supply use: Was the Coordinator's requested needs met? Did any equipment need to be purchased or replaced?
- Golf cart use: Was a golf cart utilized; if so was it adequate for their needs? Was it available when needed? Was it the right type of golf cart to meet their needs?
- Pavilion use: Was a pavilion or other shade equipment used? If so, was it adequate for their needs?
- Location: Was the physical location conducive to the activity? What, if any problems occurred because of the location? Could the activity be moved to a better location? Was signage needed or used?
- Budget: Did they have enough sufficient funds to perform their duties? Did the Coordinator provide supplies out of pocket? Was the Coordinator reimbursed for any supply?
- Communication: Were the following forms of communication adequate to receive and convey needed information between other Coordinators and with the Mains?
- Number of official meetings; too few or too many?
- Number of informal meetings, effective or non-effective
- Social media chat group, effective or non-effective. Should a different social media format be utilized?
- Direct email access. Were inquires answered in a timely manner from the Mains and other Coordinators?
- Direct Phone/text access. Were your calls answered or returned in a timely manner by both the Mains and other Coordinators?
- Any suggestions on how to improve communication?
- What new ideas did you implement? What worked well and what did not. What are your suggestions for next years' war?

Financial Management:

Implement and adherence to the financial guidelines in Lex Atenveldtus, Section XIV:Estrella War and in the Estrella War Financial Policy.

Review of the previous year's EW budget.

Seek ways to reduce budget, note: a war can lose money even if it is under budget, by lacking sufficient attendance.

A minimum of three (3) vendor bids shall be provided to the Seneschalate and Estrella War Financial Committee for review and commentary for ALL contracted services and major purchases. If there is reasonable cause to not bid an item/contract and/or 3 bids are unable to be obtained, this must be reported to the Seneschalate and EWFC for review. Contracts/purchases will not be finalized by the Kingdom Seneschal until all bids are received and reviewed.

The submission to the Estrella War Financial Committee of the proposed Estrella War Budget.

Submission of request for additional funds not previously included in the original budget proposal to the EWFC as needed.

To verify money drops on site with the EW Exchequer (or their designee).

To insure the EW Exchequer's submission and publication of the final Event Summary Report.

Oversee fund raising for the Estrella War for meals for set up crews.

Promotional Management:

Content and information on the Estrella War web site:

April 1st begins the roll back of the critical Estrella War home web pages. They are:

The home page; the date and location of the war shall be updated to reflect the upcoming war. Countdown clock restarted.

Pre-registration should indicate pending (the wording "pre-registration is closed" should be removed).

Staff Page should list newly appointed Main Event Stewards. Previous Mains shall remain below the newly appointed Mains, with the war date they served until June 1st, when the final report has been submitted, or alternately a link to Previous Mains information can be provided.

Coordinators who will not be serving for the following year shall be removed and their email accounts deactivated. Said emails should default to the Mains until the coordinator position has been filled.

Coordinator open positions should be indicated on the staff page document and other social media sites.

July

Secure copies of each web page as it is removed or "rolled back" from the web site for future reference.

The web pages will need to either remain as stands, modified or removed completely.

Main Page should be modified with a new banner (listing its motto)

Announcements & solicitations for Special Events and all A&S activities.

Merchant packet information posted once the budget has been approved (merchant fees are part of the proposed budget).

August

Pre-Registration and SCA approved payment methods should be publicized and available online and by mail.

Merchant packets ready for dissemination.

September

Outside registration service (Paypal or other approved entity) active on website

January the year of the war

The EW Special Events, A&S activities, and EW maps should be updated with detailed information on the EW web site.

All war fighting scenarios should post to the EW web site directly upon receipt from TRM (usually following the Outlands Crown Tournament, so the Crown can solidify the fighting scenarios with the Outlands Crown Prince, who will be reigning at the time of the war).

Content, information and design of the war add exchange with other kingdoms.

Content and information for Social Media:

Content and information on the official Estrella War Facebook account.

Content and information officially posted on YouTube.

Content and information officially sent electronically as email.

Content and information on the official social media chat group for the Estrella war (or any other official closed form of communication between war staff).

Content and information dispensed by the official Promotion Coordinator for Estrella War.

Content and information submitted to the Kingdom newsletter Southwind, with a dedicated supplementary addition appearing in February.

Ensure the proper SCA Publication Release forms are submitted as applicable.

General Administrative duties

Lightly oversee the merchant process for the Estrella War; merchant row design, merchant packets and merchant fees, assuring that merchants fees have been approved by the EWFC, the EW Cartographer has been consulted for merchant row mapping and food vendor permits have been submitted with food vendor packets.

Oversee content and creation of the gate book and its front cover design. Final approval must be obtained before funds are released for the printing of the gate book by the Kingdom Seneschal.

Assist and counsel the Crown and Kingdom Seneschal on the recruitment and training of the Estrella War Main Event Stewards who will follow.

Accountability for property/regalia for the Estrella War.

Acknowledgement of ALL communiqué within 72 hours of receipt.

Site Management

The Main or Co-Main shall serve in the capacity as Site Coordinator only in the event that there is not a capable candidate to serve as the designated Site Coordinator.

Site Contracts:

Contract negotiations for the site (currently Schnepf Farms) are the purview of the Kingdom Seneschal and shall be negotiated with input from the Mains no later than one year prior to the war.

Permits:

Submit Town of Queen Creeks required Major Special Event Application, no later than July 15th of the year prior to the war.

The application consists of the following information regarding; event, event contact information, security, medical services, vendors, generator use, tent/canopy rentals, fire & safety, emergency site evacuation, parking & traffic control, dust mitigation, equipment, event site plan, emergency evacuation plan.

Vendor Contracts:

Request bids, review, submit all vendor contracts, to include portable restrooms, golf cart rentals, ATM rentals, EMS services, RV rental for EMS personnel, towing, pavilions/canopy/lighting and floor rental, generator/propane rental & supply, waste removal, showers and grey water tanks, fencing and fuel, to the Kingdom Seneschal for signature. Please review the financial section of this document regarding contract bidding requirements.

On Site Management:

Site surveying and site mapping

Sites set up & take down

Early arrival approved personnel list

Creation and management of ingress and egress points

Road and walking pathway placement and measurements
Regalia-supplies/equipment needs
Generator placement and fuel
Propane canister placement and management
Heater placement
Rental property accountability
Golf cart maintenance, records and fuel

Site Set Up:

The date of site set up is determined by site contract and the restrictions outlined therein.

Set up crews are chosen at the discretion of the Mains. All set up crew members must sign a waiver before granted access to the site. The Watch Commander or their designee is responsible to control all ingress points and provide pre-war coverage.

Permanent shower and bathroom building opened for set up crew use. If possible, lunch should be provided for set up crews; lunch is solely paid for by donated funds. Water **MUST** be available to set up crews and needs to be in the budget to ensure it is covered.

Primary Site Set Up:

Removal of berms in field three, on fighting fields and in “woods” battlefield and anywhere else applicable.

The surveying and marking of roads commences as soon as the space becomes available per contract or at the event owner’s discretion. Once roads are denoted the placement of the following commences:

- Regalia Pavilions
- Main Gate Pavilion & equipment
- Watch pavilion at Main Gate
- Rebar for roads and camping areas
- Merchant Row lay out
- Placement of pavilions for Town Square and Merchants Row
- Fighting erics in Town Square
- Fighting fields (Hardsuit, Rapier, Archery and Throwing Weapons)
- Helipad
- Portable restrooms & grey water tanks
- Generators & electrical cables
- Water hoses for food vendors
- Trash receptacles
- Ash cans

- Portable Shower units
- ATM machines
- Temporary fencing & blockades
- Children activities center
- A&S Collegium

Secondary Site Set Up:

Interior Road signage:

- No parking signage
- Designated “tractor turn around” signage
- Do Not Enter or Restricted Area signage
- Map & informational Kiosks
- Dry RV parking signage
- Merchant parking signage
- Handicap Parking signage
- General, tandem & paid parking signage
- Day pass parking signage
- School Tours parking signage
- No Left hand turns signage (Cloud Road)
- Farm shuttle routes and turn a rounds signage
- A&S Collegium Sandwich signs
- Speed limit signs
- Kiosks

Exterior Road signage:

- Directional sign for Combs Road, Rittenhouse Road and Cloud Road- must have flashing lights

Vehicles Approved For On Site Access and Use:

- The rented RV for personal use
- RV for the EMS personnel (picked up and set up per contract)
- The golf carts
- Any vehicle with a Staff Parking Pass issued (permits privately owned vehicle to remain on site outside of designated parking areas)
- Merchant vehicles for set up and take down
- Water Buffalo/Trucks
- Vendors setting up or retrieving equipment
- Honey wagon to pump out port a jons & grey water
- Farm Equipment
- Attendee’s private vehicle and personal trailers
- School Busses
- Tow Truck if needed
- Horse trailers for equestrian activities

- All Emergency and Law Enforcement Vehicles
- Any official's vehicle from the Town of Queen Creek

Storage management for the EW regalia.

MANAGEMENT OF THE ESTRELLA WAR

A thorough and itemized chronologically account.

January

Application for this office as an Estrella War Main Event Steward must be submitted by January 5th of the year preceding the war.

Current Estrella War Main Event Stewards review applicants for the position of EW Main Event Stewards for the succeeding year and make recommendation to the Crown and Kingdom Seneschal.

February

Newly appointed Mains are warranted as Estrella War Main Event Stewards for the following year's war.

Newly appointed Mains serve as deputy Mains for the dates of the current year's war, allowing the current mains to serve as mentors to the incoming Mains.

March

Newly appointed Mains Event Stewards announced at the discretion of the Crown , usually at Crown Tournament and receive a hard copy of the Estrella War Main Event Stewards Handbook and electronic record of the current and past years EW information.

Newly appointed Mains are listed in Southwind, and appear on the EW web page as Deputy Mains for the current year's war, until the close of the current war in which they are then listed as Mains for the following year.

Newly appointed EW Mains briefed by Current EW Mains.

Deputy EW Mains added to currents Mains email account and to EW yahoo chat group and/or other social media venues.

April

Beginning of critical web page roll backs.

Update to EW web site staff/coordinators page and open positions page.

War motto created, dates and location announced on web site. War clock reset.

Ad exchange for Littlies War and Battlemore War. Also consider Great Western War, Gulf War, and An Tir West War as well.

Coordinator meetings for the year planned and announced. Posted to EW web site and social media chat group, and/or other social media venues.

Warrants for ALL staff positions, except those covered by Kingdom warrants or the roster warrant, should be completed and sent to Kingdom Seneschal for signature

May

EW web site changing of the Mains on staff page.

Removal of past EW Main Event Stewards from EW Mains email account and yahoo chat group.

Review of previous years proposed EW budget.

Review of previous years vendor contracts.

Review of site contract with Seneschal and site owner.

Review of previous year's Special Event Permits.

Review of Regalia (inventory of all EW equipment and supplies for budget concerns).

June

Monthly report due June 15th

The Town of Queen Creek Special Event Permit package initiated.

Initial site visit and trip to EW regalia storage announced so Coordinators can take stock of their equipment.

Radios and their batteries checked to ensure they are operational.

Cash registers checked to ensure they are operational.

Site map and emergency evacuation map updated (requirement for town permits).

Submission of Proposed Budget to EWFC.

July

Monthly report due July 15th

Budget approval by EWFC no later than July 15th.

Meeting with Mark Schnepf to confirm information included in Queen Creek's permit package.

Contracts solicited and bid out.

Merchant package and contracts revised.

Date for Town Council meeting for permits scheduled with Town Council, Kingdom Seneschal's Office, and Mark Schnepf (he must be present at meeting).

Meeting with EW Exchequer and Pre-Registration Coordinator for review of pre-registration packet.

August

Monthly report due August 15th

Pre-Registration should be available *by mail*.

Merchant packet submitted by EW Merchant Coordinator.

Account set up with outside registration site (Paypal, ect.).

EW Regalia Coordinator posts the equipment inventory.

Merchant packet approved by EW Main Event Stewards and EWFC.

Merchant packet uploaded to the EW web site.

Gate book cover designed and lay out approved.

War tokens designed.

Fund raisers for volunteer meals begun.

The creation of Staff Largess begun.

Volunteer sign up form is activated and functional.

September

Monthly report due September 15th

Outside registration site ready to accept pre-registration monies.

Pre-registration forms uploaded to EW web page.

The Town of Queen Creek permits issued.

List of complementary site fees submitted to the Kingdom Seneschal and EWFC for approval.

Sept/Crown Tournament- Arrangement of meeting and/or meeting with Crown Prince and Princess to discuss:

- Land allocation for visiting Royalty (traditionally field one)
- Placement of Royal Encampment

- Dates and times for Grand Court and Aten Court
- Special Events hosted by TRM (Queens Tea, Royal Feasts, etc.)
- The determination of fighting scenarios. Traditionally Their Royal Highnesses will wait for the results from the Principle Kingdom's Crown Tournaments before providing the combat scenarios.
- TRM's vision and direction for the war
- Kingdom Officers and Coordinator's deadlines for articles for web site, promotional and Southwind articles. With the exception of Special Events Coordinator and A&S Collegium Coordinator.

October

Monthly report due October 15th

Maps posted to EW web site, General Site map, Town Square/Merchant Row Map, Battlefield Maps.

EW equipment requests fill out and turned into the Regalia Officer.

Final EW Map adjustments made.

Web pages information reviewed for accuracy and ensures EW Battlefield equipment (water buffalo and town walls) checked for damage and repaired or replaced.

Order hay bales need for battlefield and archery from farm.

November

Monthly report due November 15th

OP for each Coordinator reviewed and award recommendations for EW Coordinators presented to TRM for consideration. Traditionally the Crown & Heirs will consult for award recommendations.

Hospitality Coordinator solicits food donations from the Baron and Baroness to help feed on site volunteers.

December

Monthly report due December 15th

Holiday interference, at best a meeting.

January, the year of the war

Monthly report due January 15th

Roster Warrant completed for all non-warranted staff that need coverage for activity during the event.

Land Allocation Officers deadline to submit land allocation to the Crown, Kingdom Seneschal, for approval and the EW Cartographer for the creation of the camping map.

Final meeting with the Kingdom Seneschal, EW Kingdom Seneschal, EW Watch Commander and EMS Liaison to review the placement of ingress points, emergency/evacuation procedures, and inclement weather contingency plans.

Recommend attendance at all Estrella war practices.

All Collegium and Special Events schedules completed, submitted to gate book editor and posted to EW web site.

Conformation from vendors of services to be rendered.

Conformation of RV rental.

All comps to be approved by EWFC. Comp list published to website.

February, the year of the war

Monthly report due February 15th

Site tokens completed and strung.

Maps created for; emergency evacuation routes, School Tour routes, and the placement of the following amenities; shower trucks, port-a-jons, grey water receptacles, trash cans and roll off trash receptacles, and ash cans and kiosks.

Conformation from Pre-registration and Main Gate Coordinators all paperwork has been printed and pre-reg packets are assembled.

Confirm with Main Gate that cash registers are functional.

Print Overly large site maps (2) with camping areas noted for Main Gate & Town Square. Ensure A frame bulletin boards and Kiosks are functional.

Confirm Gate books are printed.

Confirm EW Exchequer has safe and locking cash boxes and that they are functional.

Check with Royal Liaison for any last minute needs for visiting Royals.

Check weather patterns for the week of the war.

Per permit, monitor air quality control during operational dates of the war.

March following the war

Schedule and conduct debriefing of the war with Mains, Kingdom Seneschalate and Coordinators.

Notify Coordinators that final reports and their Standard Operating Procedures are due April 1st.

Recommendations, if applicable, to the Estrella War Main Event Stewards Handbook submitted to the Kingdom Seneschal for review and approval.

April following the war

Any adjustments to the Mains Handbook will be made available by the Seneschalate.

Coordinator reports are due with the exception of the EW Exchequer.

Follow up on Coordinator SOP's.

May following the war

Follow up with the EW Exchequer on the financial final end of event report.

Follow up on any outstanding coordinator's reports.

Wrap up meeting with event coordinators.

June following the war

Final report, including a standard operating procedure document (SOP) for each War office, due to the Crown and Kingdom Seneschal.