

Autocrat Checklist

Revised: 06/27/17

Event Name: _____

Event Date: _____

Task	Timeline	Date Due	Completed
Spike the event to hold the weekend on the Kingdom Calendar, add as much pertinent information as possible.	ASAP		
Book site ASAP following decision to hold an event	Up to 1 year out		
Get feast set for event	As soon as Feastocrat has been determined		
Determine what the site fee and feast fee (possible camping fee) shall be	ASAP, needs to be done when event is being Spiked		
Fill out Budget form (located under Exchequer on Kingdom website – it is part of the event report)	ASAP-This is priority		
Get website done, or at least have a link available for potential website	ASAP, needs to be done when event is being Spiked		
Create FB Event Page so that you can gage attendance and answer any questions easily (make it public)	ASAP		
Check in with staff every few weeks, up until one month out and then check in weekly with your staff to make sure things are running smoothly (it may help to create a <i>closed</i> FB Staff page)	Continuously		
Have your Marshal in Charge determine what the fighting scenarios will be, add to website	6 months out		
Gather staff together for your event: Deputy Autocrat, Feastocrat, Head Troll, Nastycrat, MoL, Hall Steward, Royal Liaison (if needed), Website Coordinator, Marshal In Charge, A&S Coordinator, Lyst Field Coordinator, Camping Coordinator (if needed)	6 months out (with the exception of Marshal in Charge, MoL and Feastocrat; they should be done ASAP; they need to be entered when the event is Spiked)		
If your staff requires more to work with them (e.g. Troll) make sure they have the shifts covered. Make sure your Feastocrat has all needed help for them.	4 months out		
Order site tokens (Ali Express is great for this, expect long delivery timetable, though)	3-6 months out		

Order needed amenities (Port-a-potties, dumpster, etc...)	3 months out		
Find out from all those sponsoring competitions & fighting what prizes will be given to winners, if they will be donated or barony needs to reimburse for them (receipts required)	3 months out		
Ensure that a plan for acquiring change for Troll has been coordinated and ALL necessary paperwork are acquired by Head Troll	2 weeks out		
Contact Site Owner and ensure keys and all other arrangements have been made to have complete access to the site; make sure to have correct contact information in case of emergency	2 weeks out		
Contact Exchequer and Head Troll; make sure that Troll will have cash box, all necessary forms and change when Troll OPENS the first day of the event	2 days out		
Event Activity Report	No later than 10 days following event		
All Necessary Martial Activity Reports	No later than 10 days following event		

Useful links

Calendar calculator: <http://www.deadlinecalculators.com/>

Site/Feast Tokens: <https://www.aliexpress.com/>

Prizes/gifts: <http://www.etsy.com>

Exchequer forms: <http://exchequer.atlantia.sca.org/forms.php>