June Faire Event Team
Job Descriptions

NOTE: *It is very important that all Event Team Members work together without animosity or conflict. They should be prepared to be active members for the entire process. Due to possible conflicts and schedules, it is recommended that Baronial Greater Officers not hold any of these positions or become a deputy to any of these positions. It is vital for all Event Team Members to attend the Team meetings when scheduled and communicate regularly. Each member should check and respond to emails/group posts in a timely manner. The sooner the event starts getting advertised, the greater the potential increase of participation.*

Event Steward - (*The Final Decision Maker*)

Prepares & presents an Event Bid Estimate with inputs and assistance from the Baronial Exchequer.
Makes Event Bid (budget) presentation to the Financial Committee.
Coordinates with the Baronial Exchequer regarding budget, re-imbursement and income from the event.
Schedules and facilitates meetings.
Coordinates with The Coronets to discuss ideas for the event & come to a mutual agreement with Their Excellencies of the overall vision for the event.
Coordinates support from Baronial Officers, Event Team Members, and their Deputies.
Responsible for keeping the "big picture": i.e. maintaining the vision for the event; enforcing event policy and procedure decisions; site hours; etc.
Appoints a Volunteer Coordinator.
Appoints a Site Decorations Coordinator who assembles a decoration set up/take down crew using available banners, flags, pennants, etc.
Attends meetings between the Event Site Coordinator and the site owners.
Writes the event announcement and sends it to the Crier/Kingdom Calendar (Note: include any special ad cost in budget).
Appoints someone to do the Site Handout.
Coordinates with the Baronial Web Minister(s) & Kingdom Web Minister for website information/updates.
Ensures event set up and take down has manpower support.
Prepares entry for Viking Fest parade. (Optional – if done, must be in budget)
Obtains site tokens. (Optional – if used, must be in budget)
Keeps the populace informed and attempts to create excitement about the event to obtain their support.
Provides the final report to the Exchequer within 30 days of event finish (including all receipts).

NOTE: This position would rotate to a new person each year. Applicants for Event Steward would submit letters of intent to the Financial Committee. Applicants should contact the Seneschal for guidelines. Pre-requisites to applying for the Event Steward position are to: 1.) have been on the Event Team during a previous June Faire, or to have experience as an autocrat of a comparably sized event; and, 2.) be a paid member of the SCA.

Event Site Coordinator -
Meets with the town manager/site owner to negotiate contracts.
Ensures any necessary permits are obtained. i.e. Society Fire Arts Variance & Kitsap County Fire Marshals Event Permit (with the Seneschal's assistance)
Ensures both equestrian & event insurance is obtained.
Negotiates contracts with waste management companies.
Ensures trash cans and water hoses are available and picked up at end of event.
Negotiates shuttle service contract.
Acts as a Liaison with the State Patrol, Department of Transportation, Sheriff Department, North Kitsap Fire & Rescue, and Shuttle Service provider regarding safety issues and notifications.
Responsible for the placing of direction signs to the event, for SCA and modern attendance.
Negotiates contract with the "biffy" company.
Procures hay bales.
Negotiates the rental truck agreement for equipment transport to site.
Procures radio batteries, marking paint, glow sticks for biffies, & stakes/twine for decorations. (and other miscellaneous supplies as needed)
Rents necessary tables and chairs.

Event SCA Coordinator -
Coordinates camping and large group camping.
Coordinates with the Marshal-In-Charge (MIC) regarding eric space.
Coordinates Baronial reservations for neighboring Baronies.
Coordinates with Their Excellencies regarding special invitations.
Coordinates with Baronial Officers regarding space needed around the erics.
Works with Period and Open encampment households.
Appoints a Camping Coordinator.
Maps out the locations of event activities.
Communicates with Baronial Officers as to their space and equipment needs.

Event Gate Coordinator -
Responsible for setting up and running the SCA/Modern Gates.
Appoints a Pre-registration Deputy and supervises pre-registration.
If ACCEPS is used, ensures the use application is initiated/completed and in place.
Coordinates with Event Site Coordinator regarding gate placement.
Coordinates with Event Steward and Volunteer Coordinator regarding ghosting requirements.
Staffs the Gate.
Negotiates contract with group running Modern Gate.
Negotiates contract with group running parking.
Appoints a Parking Coordinator that oversees all parking (SCA & Modern).
Appoints a Traffic Coordinator that includes street crossing safety.
Coordinates with the Baronial Exchequer regarding money drops, and all SCA paperwork including waivers and sign in sheets.
Works with the Site Coordinator, Traffic Coordinator, & Parking Coordinator to

ensure that all of Pt. Gambles parking and traffic requirements are being met.

Event Merchant Liaison -
Coordinates the merchant applications, merchant space, donations etc.
Creates and distributes merchant applications.
Creates a jury team to select the merchants.
Fits merchants into the allotted space.
Deals with any merchant issues including power and water.

Event Continuity Coordinator -
Takes minutes at all meetings and distributes them to the Event Team members.
Keeps the information that does not change year to year.
Advises the Event Steward when Baronial and event policies and procedures are not being followed.
Coordinates with the Event Team members to establish timelines.
Maintains the Continuity Book, adding to it where needed.
Keeps abreast of decisions and processes, recording them so there is no re-inventing the wheel.
Take notes at all June Faire related meetings.

Event Public Relations Coordinator -
Responsible for all publicity: newspapers, radio, posters, flyers, etc.
Responsible for arranging for highway advertising sign in Poulsbo including setup and takedown. (Should be reserved on or about May 1st - 1 year in advance of event)
Works with the Volunteer Coordinator to ensure advertising of volunteer opportunities.
Coordinates with the Kingdom Media Officer as necessary.
Sends press releases to newspapers, radio, and TV stations.
Creates and distributes "biffy" flyers for SCA events. (120 days before event)
Creates and distributes flyers for modern display. (120 days before event)
Creates and distributes flyers for Viking Fest. (Can use same flyer as for modern display)
Appoints someone to coordinate the A&S display at the library.

While all these positions are responsible for the event, many of the responsibilities can be delegated to other volunteers, under the supervision of the Event Team member. The Coronets have consulting positions on the board that should require limited duties. The Seneschal, who is the legal representative of the organization, is considered a consulting member of the Event Team, and, while having ultimate responsibility for the event, should be assigned limited duties. The Seneschal should remain free to maintain the perceived effect of the event on the Barony and the SCA overall. The Seneschal should also work closely with the Event Site Coordinator, reviewing all contracts prior to signing, and assisting as requested. The Exchequer, who provides the funding, is also considered a consulting member of the Event Team & works closely with the Event Steward and the Event Gate Coordinator.