

Chapter 11: Running a Regional or Kingdom Arts & Sciences Faire

Finding a Site: The search for the site for a Regional A & S Faire should begin a year before the Faire is planned. The Regional A & S Faires are held from the end of February until the first full weekend in May. A Regional MOAS should send out letters to each of the groups in their area calling for bids on the Faire. In the letter, be sure to include what the special needs are for an A & S Faire. It is helpful for the Regional MOASs to communicate with each other when planning the A & S Faires to avoid scheduling two Faires on the same day. The Kingdom A & S Faire is traditionally held on the Saturday of the Memorial Day weekend in May, in conjunction with the Spring Crown Tournament. The group that bids for the Spring Crown Tournament should also include with their bid a section on the A & S Faire facilities and have separate staff to help out with both the Kingdom A & S Faire and Crown Tournament.

Ideal Site Requirements: An A & S Faire is not a typical SCA event. The A & S Faire is best suited to a school or church with multiple classrooms. At the very minimum, the site must have one or two large rooms with 8 foot tables on which to display and judge entries, a room for tabulation of scores and "officer's retreat," a room for performance entries, and kitchen facilities where cooking entries can be created or finished. If the site does not have a kitchen, this **must** be listed in the event advertisement and seneschal flyer so the cooking entrants can bring equipment to heat up and/or prepare their entries. The site should also allow for judging of the brewing and vintning entries. If the host group is unable to obtain a site that will allow the judging of brewing and vintning entries, a facility or private home close to the site **must** be available. The host group **must** provide transportation of the judges and the entries to and from the remote brewing and vintning judging site. If the host group wishes to provide a lunch for the judges, they will need to coordinate kitchen use or serve the judges' lunch as a cold buffet outside the kitchen. The ideal A & S Faire site has the following features:

- Common area for the populace away from the entries.
- Five main rooms (one per division) or a school gym/large all-purpose room that can be used exclusively for the A & S Faire.
- Twenty 8-foot tables for the display of the entries with chairs for judges.
- Costume Judging Room (private, as entrants may have to strip down to show layers of the costume) - curtained stages in gyms can also work.
- Performance Areas: Dance, Juggling, Choral, Instrumental, Drama, Bardic. More than one area might be needed if there are many performance entries.
- Kitchen.
- Additional Rooms for Classes/Workshops.
- Alcohol allowed on site, either open or discreet.
- One private room for A & S Faire staff (officers, tabulators, scribes, etc.).
- Enough room to run two check-in tables, one for the site and one for A & S Faire.

An evening activity of some sort should be planned, as it gives the staff more time to finish tabulating scores and give the populace something to do. Some suggestions are a feast, dance or dessert revel.

Forms and Supplies: The Regional MOAS supplies these unless the host group is specifically asked to supply them. Each Regional MOAS has a master set of the Middle Kingdom Arts and Sciences Faire Judging Criteria, which includes these forms, in their files.

Forms

- Middle Kingdom Criteria for Judging the Arts and Sciences (3 expendable copies).
- Entrant Registration Forms, one for each entry (100 copies).
- Judges Registration forms, for new judges and updates (150 copies).
- Entry Tracking Forms (10 copies, 2 for each of the 5 divisions).
- Judges Tracking Forms (10 copies, 2 for each of the 5 divisions).
- Entry Tickets (50 copies, they come 2 to a sheet).
- Judges Scoring Sheets (250 copies).
- Judges Scoring Sheets: B&V Beer/Ale (30 copies).
- Judges Scoring Sheets: B&V Wine/Mead (30 copies).
- Judges Scoring Sheets: B&V Specialty Beverages (30 copies).
- Category Signs for entry tables.

Entry Registration Table Supplies

- Pens/Pencils.
- Entrant Registration Forms.
- Entry Tracking Forms.
- Stickers to denote cross-entries.
- Staplers or tape.

Judges' Registration Table

- Pens/Pencils.
- Judges' Registration Forms.
- Judges' Tracking Forms.

Judges' Supplies

- Pens/Pencils.
- Copies of the appropriate criteria (3 copies per category), placed with the category.
- Score sheets and extra lined paper for additional commentary.
- Note cards to write judges' assignments on.

Tabulator Supplies

- Pens/Pencils.
- Calculators.
- Extra Paper.
- Completed Entrant Registration Forms.
- Entry Tracking Forms.
- Completed Score Sheets.
- Staplers, staples.

Scribe Supplies

- Certificates signed by the Regional MOAS. (The RMOAS should sign the master copy of the certificate, and then copies can be made).
- Entrant Registration Forms.
- Calligraphy markers or pens and ink.

Cooking Supplies (in case the entrant forgets to provide these)

- Plastic forks, knives & spoons.
- Small paper plates.
- Paper napkins.
- Bottled water.
- Water glasses.

Brewing & Vintning Supplies

- Several standard wine glasses (clear); the glasses may be plastic.
- A white tablecloth.
- A candle with matches (to evaluate clarity).
- A lemon and a knife (to evaluate relative acidity).
- Plain crackers or white bread (palate cleansers).
- Corkscrews.
- Bottled water and water glasses.
- A bucket to dispose of extra liquid.

Role	Responsibility
Person in Charge of the Event	Liaison between the RMOAS and host group. Finds site, takes care of the <i>Pale</i> ad and event flyers. Arranges for host group to provide a free lunch for the faire's judges, if possible.
Host Group	Provides volunteers to run Troll and take care of any activities other than the actual A & S Faire (tourney, feast, dance, dessert revel, etc.). Provides a free lunch for the judges, if possible.
Judges Coordinator	Recruits judges and sends out invitations to judges. This may be done on both a Regional level for the Regional faires and on a Kingdom level for the Kingdom faire. May be asked to assist in the assigning of judges if present at the faire.
Judges	Evaluate items using Kingdom A & S Faire Judging Criteria and adding helpful, constructive comments.
Runner Coordinator	Assembles a staff of runners, trains the runners and supervises them during the faire.
Runners	Gather score sheets, collate them as instructed and turn them in to Tabulators.
Participants	Enter the competition.
Registrars for Entrants and Judges	Sign in entrants and judges. Minimum of 6 people; 1 per division for entrant registration and 1 for judge's registration.
Scheduler	Schedules performing entries (Bardic Recitation, Dramatic Performance, Instrumental Music, Vocal Music, etc.), costuming entries, armor entries and cooking entries for judging times.
Scribes	Fill out award certificates.
Tally Room Coordinator	Responsible for overseeing the Check-in Person, the Tabulators and the flow of paper in the Tally Room. Also oversees computer station if there is one available.
Check-in Person, Tabulators and Computer Person	Check-in Person checks completed judges score sheets for any missing information. Tabulators calculate scores. Computer Person enters information on entrants, entries, judges and scores.

Timeline for A & S Faire Activities

1 year-6 months before:	RMOAS searches for a group interested in hosting A & S faire. When site is chosen, the Autocrat schedules event in Kingdom Calendar
2 months:	Autocrat sends advertisement to <i>The Pale</i> and distributes event flyers.
6 weeks:	Judges Coordinator sends out judges' invitations (returned to RMOAS).
2 weeks:	RMOAS makes sure all forms are photocopied for competition, assembles staff for the Faire and begins to assign judges to categories.

The Day's Schedule: The site should be opened by 9:00 a.m. to the general public. If the staff can get in earlier to set up the site, that would help a great deal.

8:00-9:00 a.m.	Site Setup
9:00-11:00 a.m.	Registration
11:00-Noon	Assigning of Judges
Noon-12:30 p.m.	Judges Meeting and Lunch
12:30 p.m.-6:00 p.m.	Judging Takes Place
	Tabulation
	Creating Certificates
6:00 p.m.	Participants should be able to pick up entries at this time.
Evening	Presentation of Certificates and Regional Pentathlon Winner

Publish this schedule in the event flier. Emphasize that all entries **must** be registered by 11:00 a.m. or they will not be judged.

Procedures: Before the A & S Faire opens to the public, make sure the following items are in place:

- All rooms are identified for categories and divisions.
- Tables are identified for categories, so that participants can come in and place the items in the correct category.
- 3 copies of the Criteria are placed at each category.
- Blank score sheets and paper are placed in each room.
- Volunteers are assigned to rooms to help set up entries.

Entry Registration:

Participant:

Fills out Entrant Registration Form and Entry Ticket for each entry (including cross entries). Be sure to note cross entries on the Entrant Registration Form and the Entry Ticket. An entry can be cross-entered to one other category. A suite of items (such as a set of costume accessories) cannot be broken up into its component parts for cross entry. If the Participant wants to be judged for comment only and not for scoring, s/he should have this noted on the form and the Entrant Tracking Form.

Registrar:

1. Check form for completeness.
2. Assign entry numbers from Entry Tracking Form. Each item must have a unique number. Use one Entry Tracking Form per division. Entry Numbers are assigned by division, such as 101, 201, etc.
3. Write down entry numbers on Entrant Registration Form and Entry Ticket. Suggest to the entrant that they record the entry number on their documentation.
4. If participant has a cross entry, place appropriate sticker on the Entry Ticket.
5. Note only on tracking sheet if entry is for the Pentathlon with a "P" or for the Divisional Championship with a "D."
6. Give Entry Slip(s) and direct them to judging areas. The Participant places their own entry at the judging area.

Scheduling Performance Entries: The following categories must be scheduled to allow sufficient time for evaluation:

- Bardic Recitation
- Dance, all categories
- Original Choreography, all categories
- Dramatic Performance
- Juggling & Tumbling
- Musical Performances
- Costuming
- Armoring, all categories
- Cooking, all categories

Schedule 30 minutes between each performance so that the judges have time to view the entry and write down scores and commentary.

Judges: The RMOAS should already have an idea of who will be available to judge at the competition, based on the response cards sent out by the Judges Coordinator. The RMOAS assigns three judges to each category represented at the Faire. If three are not available, then use two. A helpful thing to do is to pencil in the judges from whom you have received cards on a Judges Tracking Form in advance of the Faire. On the day of the Faire, make small hatch marks next to the categories that have entries on the Judges Tracking Form. This will help ensure that no judges are overloaded. Try not to assign more than 10 entries for each judge. Some judges can and do judge more entries, but let them decide how much they want to judge. Use your best judgment. Having a group of good generalist judges available is a good idea as they can judge some of the more unusual items that might appear in the competition.

The following list identifies categories which have historically been the most popular competition entries. If possible only assign judges to one category as it will take most of the day to evaluate the items. Try not to assign someone to judge "double categories" such as calligraphy and illumination.

- Calligraphy
- Illumination
- Brewing & Vintning (Try to avoid scheduling judges for all 3 subdivisions)
- Needlework: Counted Thread
- Needlework: Free Form
- Costuming, all categories

During the Competition: While the competition is going on the judges should not be disturbed. The rooms should be closed off to allow privacy for the judges. The public can view items before the competition begins and after the judges have finished evaluating the items. The judges need to sign off on the Entry Ticket after they have judged an entry. The RMOAS should periodically check in the judging areas to see how things are going.

Gathering Score Sheets: Have a couple of runners gather completed score sheets throughout the day to avoid a rush of score sheets being turned in at the end of the day. If Brewing and Vintning is being judged off-site, make arrangements for hourly runs of the score sheets from the remote site to the tabulation room. Once the score sheets are returned, have the Check-in Person make sure the sheets are completed and signed. If they are not complete, ask a runner to track down the judge(s) for the category and have them complete the score sheet.

Tabulation: During tabulation, the RMOAS should review the score sheets to check for any destructive commentary and large point spreads (8-10 points). If the KMOAS is present, discuss with them how to address these issues. If the KMOAS is not present, this becomes the responsibility of the RMOAS. The RMOAS must report the incident to the KMOAS as soon as possible after the Faire.

The Flow of Paperwork in the Tally Room

1. Finished judges' score sheets given to the Check-in Person to be checked against judges tracking sheets.
2. Score sheets go to calculation station to be added up.
3. Score sheets go to computer station for data entry (if available)
4. Score sheets go to sorting station to be sorted by division in numerical order.
5. When all 3 judges' sheets are in, sheets go to calculation station to be averaged.
6. Averaged sheets go to computer station (if available).
7. Averaged sheets checked over by RMOAS or KMOAS.
8. Averaged sheets go to sorting station to be sorted by division in numerical order and to be matched up with entrant forms.
9. Paperwork put in alphabetical order by SCA first name and matched with certificates.

Adding up Score Sheets

1. The documentation score, the methods and materials score, the creativity score and the judges' observation score are transferred directly to the bottom of the score sheet.
2. The scope and skill scores have several elements. The scores for the different elements need to be added together and then divided by the number of element. These scores may end up with several decimal places. Go out only to the second decimal place and do not round the numbers up or down.

B&V Score sheets:

The B&V score sheets are a little different. Under scope and skill the divisors are already set. So no matter how many elements are scored, when the elements are added up, divide the total by the specified divisor.

3. Do not round off the numbers on Pentathlon or Divisional Championship entries. This is a crucial step as Pentathlon winners in the past have been determined by thousandths of a point. Final tallying for the placement of Pentathlon participants should be done by the RMOAS. Those who place First or Second advance to the Kingdom A & S Faire.

Scoring is as follows:

First Place:	24.5-30
Second Place:	18.5-24.4
Third Place:	12.5-18.4
Honorable Mention:	12.4 or less

4. Then match the entry number to the name on the Entrant Registration Form. Separate the Pentathlon and Divisional Championship entrants score sheets from the rest of the entrants.
5. Once all the score sheets are tabulated, group them by name and pass the sheets to the Scribes.

Certificates: Once the Participant Registration forms have been turned in, give them to the scribes to start filling out the certificates. Fill out one Certificate for each entrant. The scribe can pencil in the entry number to better match the entrant to the score.

At the End of the Day: Once all the judging has been completed, the participants can pick up their items. In the evening, present the certificates and score sheets at the evening activity (feast, dessert revel, etc.).

After the Faire is over: The RMOAS must send the Entry Tracking forms to the Kingdom Minister of Arts and Sciences, if s/he was not in attendance within 48 hours of the close of the Faire. The RMOAS must send the Judges Registration Forms to the Judges Coordinator within 48 hours of the close of the Faire.

Financial Policy: If there are any reimbursement requests, the original receipts and an explanation must be forwarded to the KMOAS (who will fill out a Middle Kingdom Reimbursement Request Form and send them to the Kingdom Exchequer).

If a Participant has a problem at the Faire: If a participant has a problem with a specific judge concerning a score, they need to discuss the problem with the judge. The RMOAS can direct the participant to the judge. If the participant is not satisfied with the results of that discussion they should bring their case to the RMOAS. If the participant is not satisfied with the results of their discussion with the RMOAS, then they should bring their case to the A&S Faire Coordinator. If the participant is not satisfied the results of that discussion they should bring their case to the Kingdom Minister of Arts and Sciences. It is best to resolve any differences on the day of the Faire so the RMOAS should remain on site after the scores are distributed.

Kingdom A & S Faire: There is little difference between the Regional A & S Faire and the Kingdom A & S Faire except the size. A Regional A & S Faire usually has approximately 30 entries, while the Kingdom A & S Faire has approximately 85 entries.