

Myrgenfeld Event Autocrat Check List

- ❖ Date – our PED is the first Saturday in June

- ❖ Theme
 - The populace votes on the class theme

- ❖ Site
 - Find and book the site
 - Pay the deposit
 - Sign the contract

- ❖ Find a featsocrat
 - Are we having a formal feast or a potluck
 - If potluck - Is the group going to provide any of the food

- ❖ Find a class coordinator – they should:
 - Create a teacher signup sheet
 - Post the signup to other groups

- ❖ Coordinate with the treasurer for gate – they should:
 - Arrange a gate class
 - Post a gate sign up
 - Contact the baronial treasurer to get the check for gate seed – 2 weeks before the event
 - Put together the gate books
 - Prepare form for the PayPal Deputy

- ❖ Site tokens
 - Decide on tokens
 - Purchase tokens

- ❖ Find a person to make sure the restrooms and porta potties stay stocked
 - Supplies needed – toilet paper, paper towels

- ❖ Reserve porta potties

- ❖ Ask Wiesenfeuer B&B if they want to hold court

- ❖ Find someone to make the event ad
 - Due to the Kingdom Chronicler no later than May 1st
 - Send to PayPal Deputy along with the form for PayPal

- ❖ Have Web minister update the Event Page on the Website
 - Send address to the Kingdom Calendar Deputy to add the Kingdom Calendar

- ❖ Find people for set up and tear down