

ROYAL NEEDS AT AN EVENT

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The following is intended as a guide for autocrats wanting to know what the Royals need from them and their team in order to make the Royal visit easier and more enjoyable for everyone.

A person on the Autocrat's team to act as Royal Liaison and establish contact with the Head-of-Retinue:

Before the event:

- Determine if the Royals are attending and when They plan on arriving
- Assist in coordinating rides/transport (if needed) (for both people and belongings)
- Assist in finding accommodation (hotel/crash space) (if needed)
- Provide directions to the accommodation/site
- Provide information about the local city (closest bank machine, grocery store, etc.)
- Assist in finalizing the court schedule (in coordination with the autocrat) and if there are special things that the Royals would like to have happen (such as a grand march)
- If a Principality event, assist in determining the entire event schedule, including meetings, events, combat conventions, etc.
- Determine if Royals need Retinue-for-a-Day
- Determine if They are in need of a Herald for court
- Determine if They are in need of shelter for court
- Confirm that additional spaces (Ready Rooms) are available
- Confirm that the Royals are staying for the feast/banquet, and Their dietary considerations
- Determine if Royals need access to day food, or offer to provide sustenance for Them
- Assist Royals in identifying what other Royals/Nobles will be in attendance

At the event:

- Facilitate a speedy gate registration for the Royals
- Show the Royals to Their campsite / Ready Room
- Coordinate rides/shuttles if the event is located at different venues
- Coordinate additional muscle for unloading/loading and set-up/take down of pavilions (if needed)
- Assist in coordinating seating at head table (if there is a feast)
- Be available to have questions answered (and knowing where to find out if you don't know)
- Grant any other needs/requests (if possible)
- Provide additional assistance as required (such as sending a runner to the store)

Indoor Events

- Reserved parking spaces close by an entrance (2 spots)
- A Royal Ready Room that has the following:
 - Private area (i.e. doors that can be closed)
 - Easy access if possible (not up two flights of stairs and around the corner)
 - Secure area so that valuables may be stored (lockable at night)
 - Space for Royal belongings (excluding court thrones, etc., but including all Retinue belongings)

Indoor Events continued

- Not shared with other Royals (if at all possible)
- Ample seating for the Royals and Their Retinue (a reclining chair or area to nap is helpful)
- At least one table (another table is recommended for scribal signing)
- Area to hang garments
- Container of water (jug, pitcher) and coffee in the morning is a god-send
- Garbage can
- Mirror
- Sign on the door "Prince and Princess Royal Ready Room"
- Child-friendly if the Royals have children
- Temperature control is a bonus, but not required
- Close by a washroom is a bonus, but not required
- Access to fresh air is a bonus, but not required

Outdoor / Camping Events

- Transportation to facilitate unloading gear from vehicle to campsite if a long distance away
- Royal Encampment that has the following:
 - Near court and tournament areas
 - Large enough to accommodate all Royal Retinue (space reserved in advance)
 - Pre-reserved, flagged area with signage indicating "Tir Righ Royals"
 - Nearby washrooms, or a portable unit stationed near encampment for Royals
 - Nearby water source, if possible
 - Additional shelter, if needed

Needs for Court

- Confirmation on suitability of area that court is to be held at (facing away from sun, not on a slope, not in a swamp, good site lines for populace, on the stage, etc.)
- Take care of danger (do stairs to stage shake? Is there a loose board? Hole in the ground?)
- Is a shelter/pavilion for court needed?
- Is a Herald for court needed?
- Is seating needed if thrones are not being brought?
- One table behind thrones for each set of Royals/Nobles
- Ample space in front of thrones before populace seating/tournament fields
- Ample space behind thrones for Champions, Retinue, walking space, table space, storage
- System to hang banners (off of pavilion? back of stage?)
- Water behind thrones for Royals, Champions and Heralds
- Period lighting (if possible) if court continues into the dark outside
- Additional muscle to assist in setting up/taking down pavilion/thrones/tables/carrying loads
- Décor to hide modern aspects of site (but not to hide mandatory elements such as "Exit", etc.)