

Hey everyone,

I thought I'd just send this out as a handy little guide of what is expected of you should you be hosting an event for Willow Hall. These time line and formats are from emails Alyias has sent out and also the Influence Documents that are available on our website <http://willowhall.org/CHE+Influence+Document+1-25-11+Revision.pdf> .

One month before the month of the event:

\* The calendar item must be submitted in the monthly event support request the month BEFORE the month of your event. For example, if you are hosting a scavenger hunt in September and you wish it to be on the calendar, it must be submitted on the August report. Please be considerate of other organizations who already have events planned on the calendar.

\* From Alyias: 1) Monthly Event Support Request - This should come between the 1st and 3rd of each month. This should outline everything you need (event IP expenditures, prize closet requests, calendar requests, ect) for NEXT month's events, as I'll get the results back to you by the end of the month. Example: February's Event Support Request should contain everything you need for March's events, because I'm going to get everything requested by you back to you by February 28th. A template is listed in the IP document.

\* Example of a Calendar item:

Willow Hall Siegery Tournament!

When

Sat, December 10, 8pm – 9pm

Where

Begetting Besiegers - Wehnimer's Landing (map)

Description

Bring your favorite fighting minis to a Siegery Tournament hosted by Willow Hall! We'll meet at the new Begetting Besiegers shop east of TSNE in Wehnimer's Landing on Feastday, the 10th day of Eorgaen, in the year 5111 at 8:00 in the evening. We'll be hosting two competitions - Off The Shelf War! and Battle At Your Own Risk! - for cash prizes! There will be door prizes and refreshments. Everyone is invited to attend!

\* Crier and News items should be submitted now. The earlier you submit them, the better chance you have of getting them through QC in time for your event.

\* Use HOUSE EVENT to create your criers and HOUSE NEWS to create your news items. Make sure to check back after you submit them to see if they were approved or what changes you need to make before approval.

\* Crier and News item guidelines from Alyias:

" NEWS and Criers - Should never come to me besides via the HOUSE NEWS and HOUSE EVENT verbs. I'm going to trust you to only put out news and criers that you need. I'm also going to see the events come up in your pre-reporting, so I'll know what's up."

1) All crier items must be "in genre". All news items must be as "ingenre" as possible.

2) All dates must be in Elanthian time (determined by CALENDAR CONVERT). Real-world times can be placed after Elanthian time in parentheses. Example: This event will be held Restday, the 20th day of Charlatos, in the year 5111 (March 20th, 2011).

3) All times must be fully spelled out. Example: 10:00 P.M.

4) For time zones, do not put abbreviations, such as EST/EDT. For ease of understanding, simply put "Eastern" or a common IG equivalent.

5) Two spaces between each and every sentence.

6) Titles for news items MUST BE IN ALL CAPS.

7) News items must be at least 3 sentences long. Describe the event in detail, so the person reading it understands what it is! Include the date, time, location, and overview of any event news item.

8) Follow standard English grammar. Common mistakes are subject-verb agreement, varying tenses, and either excessively long run-on sentences, or sentences that are just phrases. Have a local grammar geek check your message, or find a grammar checker online. <http://www.spellchecker.net/spellcheck/> allows you to spell check, and then grammar check text (and I know there are many more out there past that one).

9) "Your" is not "You're", and "Rouge" is not "Rogue".

10) Criers should be in the format of an actual crier. Avoid criers that tell people what they remember or what they saw at one time. A crier stating that I remembered seeing a note tacked up in Wehnimer's Landing means little to me if I've never been to Wehnimer's Landing. Criers should also enter the area and leave the area in their messaging, and not just suddenly "be seen". Example: A uniformed officer enters the area and states, "Blah." He then marches off.

11) With criers that involve a ongoing dialog between two or more people, ensure that who is speaking is apparent. Having a bunch of ambiguous statements is confusing. Example: A pair of miscreants enter the area. The first states, "You're horrible." The second responds, "No, you're horrible." As they depart, the first one replies back, "Whatever. Go eat an egg." Bad example: A pair of miscreants enter the area having a conversation. "You're horrible." "No, you're horrible." "Whatever. Go eat an egg."

One week before the event:

\* A pre-event report must be submitted.

\* From Alyias: "Event Pre-reporting - No less than (but not too early!) a week before an event, I would like a pre-event blurb put into HOUSE NOTE SEND EMAIL. This should state the date, time, location, coordinator, and purpose of said event. Nothing more is needed."

\* Post the event in the Willow Hall, Inter-house Discussion, and Current Events folders on the official forums.

During the Event:

\* Arrive Early! If you are using the house party tent or the refreshment cart, get them out ahead of time. Get your prizes organized before the event as well.

\* If you have a crier, use it NO MORE than once 30 minutes before your event and once at the start of your event. We do not want to spam the populace with monster bold text. That will just annoy your potential attendees. Remember, HOUSE EVENT for criers.

\* Promote your event! Get on the amulet and talk to people, encourage them to come! Entice them with prizes and a fun time. We want as many people to interact with Willow Hall as possible and fun events are the best way to get them to know us. Go to the local town center and announce your event and invite people to come. The success of your event depends on YOU!

\* Acknowledge people as they arrive to your event. If you just show up at the start of your event and ignore the curious people showing up, they are likely just going to leave. Keep them updated on whats going on. "We're going to begin shortly." "I haven't given directions yet, we're waiting for stragglers to arrive."

After your event:

\* You must send a post-event report.

\* From Alyias: "Event Post-reporting - No later than 3 days after the event (and preferably the night of), I would like a post-event blurb put into HOUSE NOTE SEND EMAIL. This should state the date, time, event name, members running the event, and the number of participants (naming those that stood out well). I don't need who all was there...just people you think roleplayed well."

Some notes:

If you are NOT an officer and do not have access to the HOUSE EVENT, HOUSE NEWS, HOUSE TENT or the refreshment cart you are still responsible for the items. Get with an officer that can set up the tent and get the cart out for you. Then write up the calendar item, news item and crier and send it to the officers for submission via the HOUSE systems.

DO NOT agree to help coordinate an event if you are not willing to take on any or all of the tasks listed above.

Hope this helps,

Anta