

## Site Preferences to host the Ideal Middle Kingdom Arts and Science Faire

What follows is a list of what would be needed from an event hosting a Regional or Kingdom Arts and Science faire:

- Enough room near the Gate to run a check-in table for entrants and judges
- A rough site map helps the Regional. Clearly Legible Signage for the Faire needs to be posted at the Sign In, on the doors to the entry hall(s), the Judge's room, etc. Signs with arrows are needed if different areas are far apart or not immediately visible. Regional and the Event Steward need to coordinate
- One private room for Tally Room with four tables and 8 chairs, ideally close to an entrance, with several electrical outlets. \*\*The Tally Room should not be in a roped-off part of the main hall or a hallway. A separate room, with walls and a door, is required.\*\* with a small table and chair available at the door
- A room big enough to hold all the judges, for the judges meeting and as a judge's lounge for completing paperwork and consuming snacks and beverages. Plan on 20- 40 judges for a regional faire.
- Common area for the populace away from the entries
- Five main rooms (one per Track ) Plan on 5 - 25 Entries per faire, and one or two Pentathlons. (5 entries each. Rather than grouping them by Division, we allow the Pent entrants to present all their areas from a single location if possible. )
- If a school gym/large all-purpose room is used for the A & S Faire be aware that noise levels can become unpleasant and interfere with judging.
- The Tally Room should be fairly close to the rooms where entries are stationed,
- Performance Area(s): Dance, Juggling, Choral, Instrumental, Drama, Bardic (If the rest of the entries are grouped into one room)
- Tables for the display of the entries with chairs for judges (8-foot tables are preferred, but smaller tables or flat-top desks can be substituted if it is possible to move them around the room) Usually at least two entrants/entries are set up per table.
- Kitchen or some other way to access a stove, electricity, food storage and clean running water for cooking entries. -- OR -- a nearby location offsite where edible entries can be judged (with transportation to the site and a table and at least 4 chairs)
- Alcohol allowed on-site, either open or discreet -- OR -- a nearby location offsite where brewing & vinting entries can be judged (with transportation to the site and a table and at least 4 chairs) B&V requires entrant-provided water, bread, and crackers that are used to cleanse palates.
- Unblocked Internet access (i.e., a location that doesn't block attendees from accessing certain sites such as Facebook, YouTube, or midrealm.org) A wireless network is accessible to the judges for online scoresheets. If not then, is wireless phone access available for hot spots. If not then Is Internet access available for tally room only
- Wireless phone access or access to a landline phone.

- Additional Rooms for Classes/Workshops (or in case a second performance room is needed)
- Costume Judging Room (private, as entrants may have to strip down to show layers of the costume) - curtained stages in gyms can also work or a set of screens

#### Staff Requirements:

- Seneschal and Webminister need to add “and \_\_\_ A&S Faire” to the title of the event on the kingdom calendar and event web page so that others will know where the faire will be held. For the blank, fill in with the name of the region or Kingdom, if it is a Kingdom A&S Faire.
- The ability for event steward to communicate with the regional MoAS leading up to (and during) the event

#### Event Scheduling Requirements:

- The regional faire cannot be scheduled on the same day as another regional faire in the same kingdom.
- Regional Fairs must happen more than 3 weeks before the Kingdom fair. It is encouraged to be at least 13 Days between fairs. Coordinate with the Faire coordinator to set your dates.
- Regional Faires are typically held sometime in late January, February, March, April, or early May. The Kingdom faire is traditionally held over Memorial Day weekend at the same event as Crown Tourney in the Midrealm.

All other logistics for the faire will be coordinated by the A&S team.

#### Day Of Faire Scheduling:

- Check-in can start as early as you wish, but can not stop any sooner than 10:00 am local time. The recommended is 10:30.
- Judges Check-in and Entrants Check-in will be attended by individuals assigned by the KMOAS, RMOAS or Judges Coordinator.
- Judges and Entrants Meeting will be at 11 am.
- Face to face time will start at least half an hour after the Judge meeting ends
- There will be five (5) hour minute judging periods in the Faire Day.
- All entries have been pre-assigned a time and judges. Last-minute adjustments are done by the KMOAS, RMOAS and Judges Coordinator for no - show entrants, entries and judges.
- Court needs to be at least 1 hour after the fair Judging usually 6:30
- The site needs to be open at least one hour after the court or meeting is finished

#### Additional. Notes for Kingdom Faire:

- All of the site requirements are the same EXCEPT the Kingdom Faire is larger than a Regional Faire. (Regional Faires have between 15 - 20 entries average, Kingdom Faires have 60 - 80; 10 - 20 judges are used at a Regional Faire, 100-130 judges are needed for a Kingdom Faire.) More space is needed for entries, and judges, keeping in mind multiple Pentathlon requirements.