

S W O R D C R A F T
BLOOD AND **GOLD**

THE SHADOWS OF SUDENBURG

EVENT GUIDE:

*A HANDY GUIDE FOR ALL
THE PRACTICAL STUFF*

Quest Event Guide: a handy guide for all the practical stuff

Here it is, your handy guide for all the practical, non-game matters at Quest. It should be read in conjunction with the Game Guide.



Swordcraft's "Blood and Gold: Shadows of Sudenburg"

promises to be a wonderful return to form after a long break. We look forward to seeing you all there!

We're here to help. Event Management is your on-site team for all practical day-to-day matters. We are your first point of contact for out of character needs, safety issues and complaints.

Your event management team is:

Steven Curry 0407566980

Doug Trebilco 0423900504

We will have our phones on at all times, so if you have an emergency we can be contacted immediately, 24 hours a day. This guide has all the information you need in one place, and participants should read it through to make sure you all know what is going on.

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What Event Management Does

“Event Management” or EM handles the practical side of running the Quest event. We do not manage pre-event tasks such as hiring the venue and laying out camps, we are also not responsible for story and roleplay. We activate on day one of Quest and remain until every participant has left the site eight days later. Our primary mission is to ensure that everybody who comes to Quest, including players, NPCs, volunteers, merchants and staff has a fun, safe and inclusive event.

To this end we:

- Coordinate marshaling services during Quest to ensure battles and other risky activities are conducted in a fun and safe manner, and in accordance with Swordcraft’s rules
- Ensure compliance with the Code of Conduct and event Terms and Conditions
- Provide a conduit between players and various aspects of Swordcraft and Quest organisation
- Manage site access and parking
- Help ensure that toilets and showers are clean and well-stocked (although primary responsibility for these lies with the company that provides the facilities)
- Provide sign in services and ensure everyone on site has a valid ticket
- Receive complaints and play a role in taking initial action
- Ensure people who have had their tickets cancelled leave the site in a quick, orderly and safe way
- Provide a primary point of contact between participants and our event medical staff
- Manage the Guild Hall
- Provide general assistance to participants

- Try to ensure the site is clean and safe, and that we leave it cleaner than we found it
- In the unlikely event of an emergency, we are the safety officers responsible for primary communication between Swordcraft, Lardner Park and emergency services, and for ensuring any evacuation is carried out efficiently

Because of our primary role in ensuring that Quest is both safe and inclusive, and our official role as safety officers, all Quest participants are required to obey all instructions from Marshals and Event Management personnel, especially when required to clear way for medics and emergency services, to comply with event terms and conditions, or to conduct an evacuation.

Event managers are assisted by volunteer marshals. When on duty the event managers and marshals will be wearing their traditional tabards, and/or carrying the striped marshal poles. When in their marshal colours, volunteers are invisible to characters, and participants are expected to follow all their instructions.

When event managers are not wearing tabards or carrying poles they are “in character”. Characters can interact with them and they will be active participants in the game. Their characters are also important public officials, so think carefully before interfering with or attacking them! Be aware that EM staff may need to respond to issues quickly, so if asked please step out and let them go out of character even if you are in the middle of something.

On Bump In and Bump Out Days marshals and other crew may wear hi-viz vests instead of tabards.

Sudenburg

1. BAZAAR
2. FIRE TEMPLE
3. SHISHA DEN
4. THE GRAVE DIGGERS
5. SHOP
6. THE GUILD HALL
7. LIVING HISTORY
8. SWORD SMYTH
9. CANTONIA TRADING HOUSE
10. ENGINEERS GUILD
11. GARDEN OF MORR
12. ALDRIC THE BARBER SURGEON
13. KING'S HEAD TAVERN
14. TOILETS
15. FIRST AID
16. TROLLBALL FIELD
17. OF SCIENCE & SWORDS
18. THE SUDENBURG CONCLAVE
19. RAVEN'S POST
20. LANREN'S ATELIER
21. THE BARDS GUILD
22. ARTISAN'S BAZAAR
23. ROSES' GAMEPORIUM
24. ELYSIAN FORGE
25. SUDENBURG HEALERS GUILD
26. MOONLIT TRINKETS AND THE TRAVELLER'S CAMP
27. SUDENBURG MAGIC AUTHORITY
28. MERCHANT PRINCE CAMP
29. MAZAR'S BAZAAR
30. NIQABA
31. CAM'S OUT OF THE FIRE
32. ARI'S LEATHER WORK
33. RED HOUND TAVERN
34. LITTLE KISLEV
35. WITCHHUNTERS CHAPTER HOUSE
36. LION'S PRIDE
37. WURSTBAR
38. BEVENDA DI TILEA
39. MANNA'S KITCHEN
40. BARREL OF BEANS
41. EMPIRE PRECINCT
42. KISLEV QUARTER



Warband and Camp Leaders

Warbands are Swordcraft's foundational unit of organisation. All regular players are members of at least one warband. However, at Quest people organise in different ways. Many people do attend Quest as part of their warband, and camp together. Some warbands join together into larger camps with a single theme (for example "town quarters" based on different cultures). Other people attend as non-aligned individuals and camp with other individuals, or as part of a Guild, or to do business as Merchants.

To ensure that information flows easily during the event, and that we can organise everyone effectively when we need to, every warband or camp (including merchants) is asked to designate a warband or camp "leader". This can be a formal leader, or a less formal coordinator or spokesperson. These leaders can always deputise others to do things, we just want to make sure we have a point of contact for every group.

The designated leader is asked to please send a personal Facebook Message to Steven Curry, the Event Manager. We will add you to a phone list in case we need to send out messages or to contact you if someone in your group needs help. We will also add you to a Facebook Chat group to share information before Quest. This also allows leaders to ask questions, clear up any confusions, and make suggestions.

During Quest we also ask that every warband/camp leader (or a suitable deputy) attends the Town meeting at 8.30 every morning outside the Guild Hall. During these meetings we receive complaints and reports from players, provide updates on the schedule, and pass on safety and other practical information.

We also provide in-game updates, such as the current state of corruption and any effects it may be having.

Players without a camp leader are welcome to attend as well.

Vehicle Access and Parking

Every Quest has slightly different procedures for accessing the campsite with vehicles. These seek to strike a balance between safety, preserving the site so it isn't a quagmire, and participant convenience.

This Quest our camp site is a flat area with paved roads, which makes vehicle access on Bump In Day much easier. Bump In Day is Sunday, 16 January. This is an out of character day just for setting up.

Unless otherwise authorised players may not enter the Lardner Park site until 12 noon. Anyone who drives onto the site to queue before noon will be told to leave, and refusal may lead to your ticket being cancelled. This is to ensure large vehicles including merchants needing prior access have a clear path. Also, please do not come early and park on the road. This creates a significant traffic hazard and is potentially illegal. If the police arrive we are not responsible for your infringement notice, but it still makes us look bad. If you are likely to be early, stop on the way for that vital extra cup of coffee. Merchants, volunteers and staff, and people setting up Guilds are generally permitted onsite from 10am.

On Bump In Day access to Lardner Park will be via Gate 4 on Burnt Store Road. This is the way Google Maps will tell you to come, so less chance of getting lost!

There will be a turn off sign on Lardner's Track and a sign at the appropriate gate.

All traffic within Lardner Park is one way. To avoid congestion and minimise risk of collisions please follow the direction of travel indicated by arrows on the maps below. If for some reason you must drive from the carpark to the camp area follow the road from the carpark to Gate 4 and come into camp the same way you did the first time.

Vehicles are required to stop at a checkpoint near the town, where you will be directed to the appropriate access lane for your campsite.

There may be hundreds of vehicles seeking to access camp sites. If everyone tries to park at their camp, unload at their leisure with the odd break for ciggies and a beverage, take a walk to find their friends, try to put up their tent, have a bit of an argument over who forgot the mallet, and then go park the car, it will quickly become impossible for those coming later to get on site. Which is not fair.

So you **MUST** proceed to your camp site, unload all your equipment into a neat pile straight away, then immediately drive your vehicle to the car park, before walking back to set up. You will be harassed by grumpy marshals and may get an in-character fine or summons to the Magistrate for non-compliance. Belligerence or continuing non-compliance will get your ticket cancelled.

Exceptions:

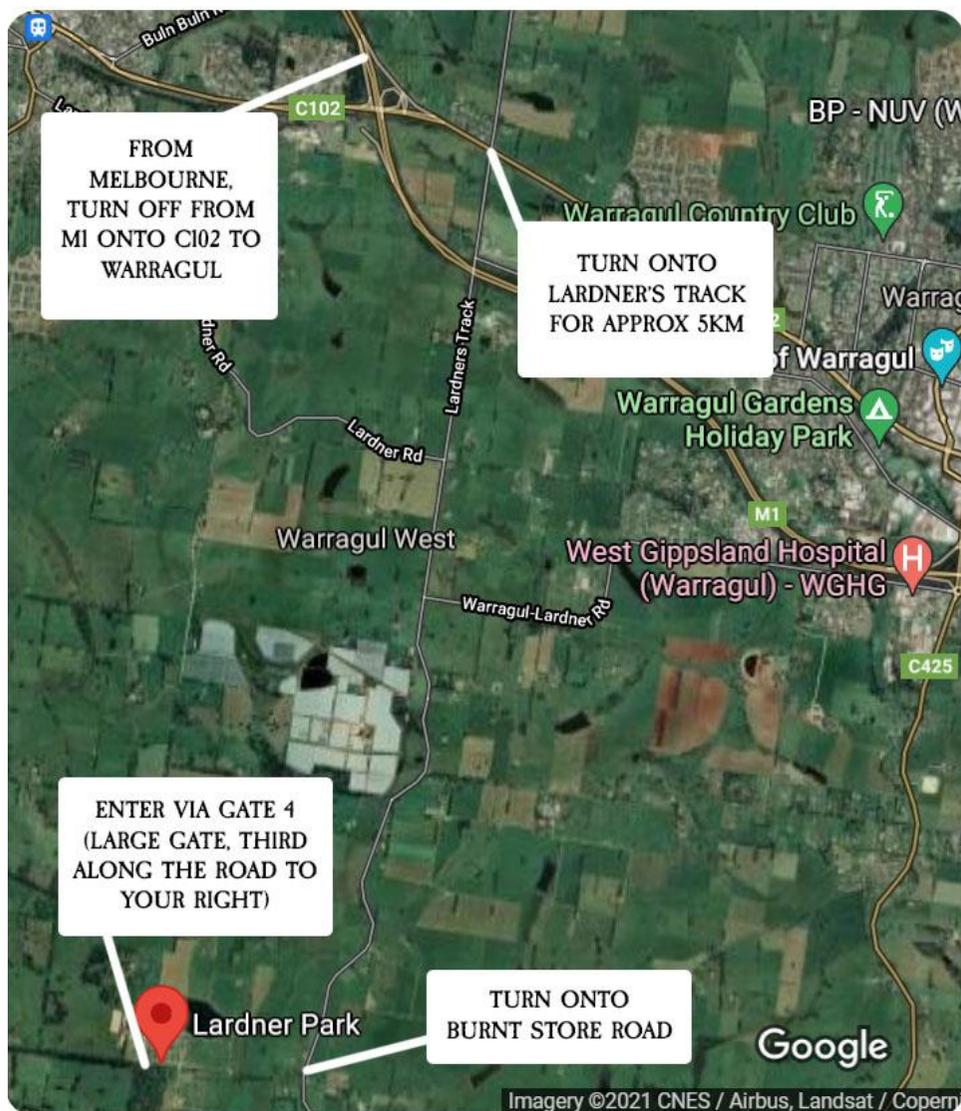
1. Event staff and certain volunteers may park in a separate area or leave their vehicles on their camps for longer, simply because we don't get to focus on our own setup.
2. People with mobility needs, small children and other good reasons may be given permission to leave their vehicles at their camps during set up by prior arrangement with event management.

3. Vehicles bringing large loads may also be permitted to stay parked at the camp site for an extended period. Permission will only be given by **PRIOR** arrangement with event management and for vehicles with large, cumbersome loads that cannot conveniently be offloaded then set up (i.e. some very large marquees, fortifications and merchant stock).

Vehicles entering and leaving the site on Bump In and Out days will use the same gate (#4) so care must be taken if crossing over the main traffic flow.



GETTING TO LARDNER PARK



VEHICLE MOVEMENTS

On Bump In Day traffic will follow the map below, following the road straight in from Gate 4 to the camp areas, then following the one-way plan shown on the map.

During Quest vehicles cannot access the camp sites. Instead, drive to the drop off point just outside the in-game area, unload and do a U-turn to return to the parking area just inside Gate 4. Then transport goods to camp sites using people power and in-character carts.

Out of character (commercial) merchants are exempt from this requirement if they need to move stock to their shops. An exception may also be made for people with injuries, disabilities and other needs, on application to the event managers.

DO NOT drive into the in-game area without consulting the managers first.

On Bump Out Day (Sunday 23 January) The direction of travel is reversed. So drive from the car park along the back road, through the one way streets then straight out to Gate 4.



Camps

When setting up your camp, there are some safety requirements based on Lardner Park rules:

1. If you have a large camp, make sure that there are clear lanes between tents to ensure easy evacuation – a broad lane every 10 metres is ideal (tents can be squished up in these 10 metre blocks).
2. NO hole or ditch should be more than 300mm (1 foot) deep – to ensure you don't cut an electrical cable. **THIS IS VERY IMPORTANT, DO NOT DIG DEEPER**
3. If you cut a trench keep the turf and dirt, so you can fill it in on bump out day.
4. Our event is during the Fire Danger Period and any given day may be declared a Total Fire Ban Day. Subject to conditions, both Gas BBQ and open fires (for cooking and warmth) are allowed during the Fire Danger Period. Gas BBQ are also allowed on days of Total Fire Ban while open fires are not.
5. You must not have any flammable material within 3m of open fires or Gas BBQ. This includes marquees so during the Fire Danger Period and on Total Fire Ban Days your Gas BBQ cannot be set up under or within 3m of a marquee.
6. You must have a fire extinguisher or 10+ lt water bucket (with water in it) near every open fire and Gas BBQ.

7. Fire must be attended by at least one person at all times. If you are leaving your camp unattended make sure your fire is fully extinguished.

8. If the wind is more than 10km/h (leaves and twigs in constant motion) you must not have a lit open wood fire.

Firewood

At past events Swordcraft has provided cut firewood. However much of this has gone to waste, with a third of the wood taken by camps last time being returned on bump out day. This causes friction and puts pressure on ticket prices. This time we will NOT be providing free firewood. You may bring your own.

Rubbish Disposal

Due to the cost of rubbish disposal, previous problems we've encountered with loose rubbish and new Council rules the following requirements apply. Participants and groups that do not comply face in-character fines, ticket cancellations and exclusion from future events.

- All wet rubbish, food and sanitary waste and the like must be bagged so it is not unpleasant, messy or unsanitary to handle.
- All recyclables must be separated.
- Cans and plastic containers must be flattened before disposal.
- Batteries, chemicals, etc. must be removed from the site by participants.
- All large items, such as tents, gazebos, airbeds and the like must be removed from the site by participants. If you had the space to bring it, you can take it away.

Bins will be provided to dispose of your normal rubbish, but access to these will be restricted to avoid contamination of rubbish with recyclables and the disposal of bulky items.

If you wish to dispose of rubbish you must pay in-game coin to Guild Hall employees who manage the gates. Set times to access the bins will be posted at the Guild Hall and announced at the daily meetings. If you have no coin, ask at the Guild Hall about opportunities to earn some! Only commercial vendors will have direct access to the skips. You may dispose of rubbish in the skips on bump out day, but there will be a rubbish marshal to ensure compliance with the rules.

Daily Town Meeting

Event Management holds an open meeting every day from Monday to Sunday (bump out day) at 8.30am in the town square. Everyone is welcome to attend, but it is especially important that warband/camp leaders or their deputies attend. The meeting takes place after organisers' and NPCs/story crew meetings, so it is a good chance to get updates on the schedule.

We also use the meeting to get input and complaints, to address the outcomes of issues raised at previous meetings, and make announcements.

The Guild Hall

In a medieval town or city the "guild hall" was a centre of public administration. The name is derived from the Old English word "geld" meaning literally "yield" or tax. It was originally the hall where townspeople came to pay their taxes. Later the Guild Halls were also used for Council meetings.

The Sudenburg Guild Hall is used as the base for the Event Management team. Not only do team members hang out there, making it a good first place to look for us, it is also the place to find a variety of useful services.

- Sign in, including replacement wristbands
- Non-combatant sashes (see Game Guide)
- Lost property
- Notice boards, including official announcements and schedule changes, as well as places for players and Guilds to post their own work wanted, help wanted and other advertisements or announcements
- An official suggestion/complaints box (these may be made anonymously)
- A radio if you need to contact organisers or medics
- Standing permits

The event manager also resides at the Guild Hall, and can be woken in case of emergency.

Thanks to volunteers from the community and the kind donation of a suitable tent, the “personal care items” tent will be returning. This is a small structure next to the toilet block with a card table inside, containing boxes of essentials such as shampoo, soap, deodorant, toothbrushes and toothpaste, bandaids, tampons, pads, condoms and the like. These are free for anyone “caught short”.

Take what you need, and if you can please do leave extras. Obviously we expect everyone to bring what they need, but don’t go without. Your comfort and safety come first. This is a community initiative, so please only take what you need and make sure the tent and its contents remain clean, dry and neat.

Signing In

Sign in is provided at the Guild Hall.

All Quest attendees must be signed in. This ensures that everyone onsite has a valid ticket and has acknowledged the terms and conditions. This includes merchants and their staff.

On Bump In Day a dedicated sign in crew will be on duty from 12 noon to 5pm.

On the first Game Day, Monday 17 January, the sign in crew will be on duty from 9am until 5pm.

On other days sign in will be available between 10am and 5pm. If nobody is about please wait, we won’t be far away.

To sign in you MUST present photo ID that matches your legal name as provided on the ticket. We will NOT sign in people unless they can demonstrate that they have a valid ticket. A properly executed statutory declaration will be accepted if your ID does not match your legal name, or if you have no ID. It is your responsibility to organise a statutory declaration ahead of time.

Players aged 15-17 and not accompanied by a guardian must also bring a letter signed by a legal guardian stating that they know you are at Swordcraft, permit you to participate, and understand that Swordcraft Ltd cannot be responsible for your welfare. It should have the guardian’s phone number as we routinely call to verify the letter. Persons aged under 15 do not require ID or a ticket, but must be accompanied by a guardian.

When signed in you will be issued with a wristband. The band will be colour-coded and marked to indicate the type of ticket you have and your age group. This ensures that underage people will not be served alcohol or exposed to non-age-appropriate behaviour or roleplay (please). Persons under 15 will be issued a wristband, and guardians will be provided a marker pen. You may wish to put your name and phone number on their wristband in case they get loose!

In accordance with the terms and conditions of your ticket you must wear your wristband at all times. If you lose your wristband or it is showing signs of wear please come to the Guild Hall. If you have lost your wristband bring ID. We will happily reissue wristbands at no extra cost. When you arrive you must proceed as soon as possible to sign in, and must not engage in any roleplaying and especially no fighting until you are signed in.

If you arrive on site after 5pm, you may seek out a marshal and ask us to sign you in. We will do this at our discretion (we might be sleepy or be having dinner). If you can't find a marshal or don't care to be signed in, you can wait until 10am the next day. You are permitted to be on site but may not roleplay or fight.

You must not enter the site if you don't hold a valid ticket. If you purchase a Thursday to Sunday ticket you must arrive on Thursday or later. You may not enter on Wednesday night. No exceptions. Tickets are not required for Bump In and Bump Out days. Non-ticketholders may come onsite to assist.

Lost Property

Lost property may be deposited at the Guild Hall. A table will be provided for this purpose. This is the best place to leave lost items as people will look for them there.

Under no circumstances take and keep lost property, as this may be theft. However, it is unkind to leave things lying around, so we ask you to please pick up lost items and try to reunite them with their owners or drop them at the Guild Hall.

Please note, while Swordcraft provides a space for lost property, Swordcraft Ltd cannot take responsibility for your property. We will make every effort to safeguard it and return it to you, but you are responsible for caring for your property and not losing it. (This goes double if you get drunk.)

First Aid

Swordcraft contracts Medical Response to provide professional onsite first aid. The medics are on duty from 10am to 10pm Monday to Wednesday, and 10am to midnight Thursday to Saturday. Outside these hours they are on call for emergencies only. If in doubt find or wake up an event manager and we'll take the necessary action.

Event managers have radios and are on the air with medics, so you can stop the first person you see, whether that is a marshal, a manager or a medic, and we'll get you help.

The medics also have a base, which is located just outside the in-game area near the Wurstar and coffee cart. It is marked on the map.

You can seek assistance there during their available hours. Be aware that they may have a patient inside, so please knock and wait for assistance. Medical staff will make the decision whether an ambulance is required.

Other Emergencies

An emergency may require attendance by emergency services. Should this occur marshals will require your immediate compliance with any direction, especially to clear a path for vehicles. You may be asked to assist to manage crowds or direct vehicles. If you do not feel comfortable assisting when asked please say so frankly and clearly, we will respect your decision.

A phone tree will be established with camp leaders. If there is a need for an evacuation of the site this will be communicated via the phone tree, and by volunteers moving through the site.

In case of evacuation move immediately to the assembly area. This will be agreed with the site management and communicated as early as possible. Stop only to put on shoes, grab personal essentials (such as your wallet, keys, and medicines if these are close to hand) and gather any dependents.

DO NOT go to your camp or the carpark. If you are separated from children and believe they are not with another guardian, tell a marshal immediately, do not go searching for them without telling someone. It is essential to go to the assembly/evacuation point first, to find out what has occurred and to avoid confusion and the risks arising from uncontrolled vehicle movements.

Evacuations may arise from a fire or other event in the town or a camp, and it may not be necessary to leave the site. We may simply need to keep everyone safe and out of the way while the emergency is dealt with. If it is necessary to leave the site this will be explained at the assembly point.



Bump Out Day

On the last day of Quest please obey the vehicle movement requirements above. In addition please note:

1. All ash and coals from fires must be deposited on the designated ash pile. The location of the ash pile will be agreed with Lardner site management and will be disclosed at the Camp Leaders' meeting on Sunday morning.
2. ONLY ash, coals and burnt wood should go in the ash pile. Please do not dispose of cigarette butts, food waste and other rubbish this way. If you have put rubbish in the fire and it hasn't burnt up, pick it out. The ash is used as fertiliser so your waste contaminates it.
3. Make sure your ash is cold. It is okay to douse it in water if necessary.
4. Rubbish must be bagged or otherwise securely containerised before being placed in the skips. Loose rubbish must not be left beside skips, somebody else has to pick it up again! Please take rubbish home with you, especially large items such as broken marquees, punctured air beds and furniture. If you could bring it you can take it. We end up with a lot of this sort of heavy rubbish and it quickly fills the skips. Every skip we fill costs extra money, restricting what we can provide at future events and putting upward pressure on ticket prices. Therefore access to skips will be restricted.
5. Please minimise the volume of rubbish by crushing cans and flattening empty water containers.

6. Once camps are emptied someone must stay behind to have the site cleared by an official. This is to ensure that warbands are accountable for cleaning up after themselves. This means all rubbish and other items are removed, no food waste is disposed of on the ground, any holes or trenches are filled and re-turfed, and corner markers are removed and thrown away. When you are ready to clear your site find an event manager who will attend as quickly as possible and give you the all clear. Warbands/groups that leave without being cleared risk a snarky telling off and potential exclusion from future events. Swordcraft has a reputation for leaving sites better than we find them, and we want to keep it that way.

7. Please if possible clear the site by mid-afternoon. Event management cannot leave until you do, and we will be very, very tired. That's it. We look forward to seeing you soon and having another great Quest!

See you on the field!