

Royalty Liaison for a Small Event
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So, you volunteered to be the Royalty Liaison for your local group's event. Well, here are a few things that might help you in your planning to meet the needs of visiting Royalty.

First thing you need to do is send an invitation to Royalty inviting Them to your event.

Questions for the Autocrat

___ Is the group providing a hotel or private lodging for the Royalty? _____
Where? _____

___ Is the group providing a hotel or private lodging for the retainers? _____
Where? _____

___ Is the group waving site fees for Royalty? (Recommended) _____

___ Is the group waving site fees for Royalty Offspring? (Recommended) _____

___ Is the group waving site fees for retainers? _____ How many? _____

___ Is the group serving a feast? (Request a menu) _____

___ Is the group waving feast fee for Royalty? (Recommended) _____

___ Is the group waving feast fees for Royalty Offspring? (Recommended) _____

___ Is the group waving feast fees for retainers? _____ How many? _____

___ Is there a budget for gifts (donated money, gifts, flowers, etc.) _____

___ What is the budget for snacks? _____

You need to have a few treats in the Royalty room as well as at The Royalty day-camp.

Here is a list of a few simple things you can provide as Royalty snacks:

___ Water & lemons

___ Crackers or bread

___ Favorite beverage

___ Cheese

___ Favorite candy

___ Fresh fruit & vegetables

___ What is the budget for lunch? _____

You need to serve a Royalty lunch even if there is a feast. The Autocrat might not give you a budget until they know how many members of the Royal family are expected to attend your event. (Sometimes an aspiring apprentice will foot the bill just to have their food eaten by Royalty).

___ Where will the Royalty room be located? _____

Description of room/tent location: _____

___ What furniture is already located in the proposed Royalty room? _____

___ Where is the Royalty room located in relation to the main event activities? _____

About the Royalty

You need to communicate with the Royalty Chamberlain(s) as soon as you find out Royalty will be attending your event.

Their Royal Majesties

___ When will TRMs be arriving? _____

___ Will TRMs be day tripping or staying over night? _____

___ Do They need assistance in finding lodging? _____

___ Are They amiable to staying in the home of a local resident? _____

___ Do They have any food or pet allergies or other special needs? _____

___ Will Their offspring be with Them (if They have any)? _____

___ How many retainers will be with Them? _____

___ Will They be bringing the thrones, a pavilion, feast gear? _____

___ Likes and Dislikes for each Royal member of the royal family (including any children that will be attending with Them).

King

Likes: _____

Dislikes: _____

Queen

Likes: _____

Dislikes: _____

Offspring

Likes: _____

Dislikes: _____

Their Royal Highnesses

___ When will TRHs be arriving? _____

___ Will TRHs be day tripping or staying over night? _____

___ Do They need assistance in finding lodging? _____

___ Are They amiable to staying in the home of a local resident? _____

___ Do They have any food or pet allergies or other special needs? _____

___ Will Their offspring be with Them (if They have any)? _____

___ How many retainers will be with Them? _____

___ Will They be bringing thrones, a pavilion, feast gear? _____

___ Likes and Dislikes for each Royal member of the royal family (including any children that will be attending with Them).

Prince

Likes: _____

Dislikes: _____

Princess

Likes: _____

Dislikes: _____

Offspring

Likes: _____

Dislikes: _____

Staff

Retainers

In addition to the retainers attending the event with Royalty you will need a minimum of one retainer for each Royal. At a large event I would recommend two retainers for each Royal.

Royalty Room Guards

If there is a Royalty room there should be two guards posted at all times (incase one has to run an errand for Royalty). If possible arrange for separate rooms for TRMs and TRHs. You will need two sets of guards for each Royalty room.

Brute Squad

Two to six people to assist each set of Royalty with set up and breakdown of Their personal belongings. The Brute Squad should also help set up any pavilions, etc. that the local group provides for visiting Royalty. Set up should occur before Royalty shows up.

Royalty Lunch

Who will prepare the Royalty lunch? _____

Verify with the person preparing lunch that they know they will need to provide the staff and items (bowls/platters/utensils/knives) use to serve lunch as well as the items (bowls/plates/utensils/knives/napkins) used by Royalty to eat. They will also need to arrange a staff for clean up after lunch. A check list is below.

Supplies

Necessary items for the Royalty Lunch:

- ___ Cook
- ___ Servers
- ___ Clean up crew
- ___ Table cloth(s) & napkins
- ___ Table
- ___ Serving bowls/platters/utensils/knives for food
- ___ Eating bowls/plates/utensils/knives for food

Necessary items for the Royalty room:

- ___ Table cloths
- ___ Tables
- ___ Chairs
- ___ Rugs (optional)
- ___ Serving bowls/platters/utensils/knives for snack
- ___ Eating bowls/plates/utensils/knives for snack
- ___ Vase for flowers
- ___ Flower

Necessary items for the Royalty Day-camp:

- ___ Table cloth
- ___ Small table
- ___ Rug (optional)
- ___ Serving bowls/platters for finger snacks
- ___ Small bowls/plates for finger snacks
- ___ Vase for flowers
- ___ Flowers

Below are sample retainer and guard sign up sheets. You should fill as many of these positions as possible BEFORE the event. The rest of the positions can be filled by supplying a sign up sheet at troll. You need to check the list often during the day to make sure the openings are filled. Make sure you transfer the new additions to your copy of the list (which should be on you at all times).

RETAINERS				
TIME	HisRM	HerRM	HisRH	HerRH
10AM				
11AM				
NOON				
1PM				
2PM				
3PM				
4PM				
5PM				
6PM				
7PM				
8PM				

ROYALTY ROOM GUARDS – SHARED ROOM		
TIME	GUARD 1	GUARD 2
10AM		
11AM		
NOON		
1PM		
2PM		
3PM		
4PM		
5PM		
6PM		
7PM		
8PM		

ROYALTY ROOM GUARDS – SEPARATE ROOMS

TIME	TRM		TRH	
	GUARD 1	GUARD 2	GUARD 1	GUARD 2
10AM				
11AM				
NOON				
1PM				
2PM				
3PM				
4PM				
5PM				
6PM				
7PM				
8PM				