

Royal Liaison

Pennsic 2011 University
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1. What is a RL?

Point of contact for TRM Atlantia, TRH Atlantia and Royalty from other Kingdoms.

*My first attempt was a Crown Tournament which hosted TRM Atlantia as well as TRM Midrealm and His RH East (who decided to attend THREE days prior to the event!)

It is your job to make sure Royals have what they need in order to make Their visit to the event go as smoothly as possible. You want to make a good lasting impression for your Branch!

2. Are you the Autocrat?

The Autocrat should NEVER NEVER NEVER serve as RL! An Autocrat's job is to make sure the populace has what it needs to make the entire event run as smoothly and enjoyably as possible. They should work with the local Baronage and coordinate with people running all aspects of the event including the RL. If there is a chance that Royalty will be attending your event, designate a RL! Delegate people! *At times, the local landed Baroness may serve as RL.

3. Things to consider

This is a great opportunity to serve your Kingdom and local Branch.

It does require a good deal of organization. You need to be well-informed and have great communication skills. It may involve numerous emails back and forth to secure equipment, volunteers, and answering questions in a timely manner. The Autocrat needs to trust you and you must, in turn, keep them in the loop about your progress and needs. Above all, the Crown needs to trust you. They may be travelling hundreds of miles and need to trust that They will be taken care of.

You may need to be very discreet, for example in organizing vigil space. Vigil space is an area for someone to sit and receive counsel before being elevated to a Peerage. It is typically a tent or room off to the side at an event with possibly an area outside for hospitality.

4. Meet your new friends...

As RL you will be working closely with the Autocrat and Head Retainer(s). The Autocrat should know what facilities and equipment are available at the site, and the Head Retainer will know what the Royals will need for that particular event according to Their schedule of: meetings, awards, tournaments, etc. The Crown comes with an entourage of: Retaining staff, Guards, Royal Notables such as Champions, Herald, etc.

5. How do you know who the Head Retainer is?

From the Kingdom website click on Their Royal Majesties and then click on the Royal Household link. Even if this person will not be attending your event, they will have designated a replacement and can help you contact that person.

6. You are NOT the Head Retainer!

The Crown should have people They are working closely with throughout the reign. As Liaison, it is your job to anticipate needs beforehand. Try not to intrude into The Presence. A simple "Do You have everything You need" and "I'll be under the Baronial Pavilion if you have any

further questions or needs” should suffice. Most of your job is organizing beforehand and facilitating day of.

7. Do They have Minions

Help coordinate local people to help guard, retain, etc. The Head Retainer should have people (but oftentimes not enough to give people adequate breaks!) It is also a great opportunity for members of you local branch to gain experience through service as a guard or retainer. Try to get a couple able hands to help at the beginning and the very end. You may fill in only if necessary.

8. Where to begin?

Once the Autocrat is notified that the Crown is attending, they should designate a Royal Liaison. The more time you have to plan, the more likely you’ll be able to get what you need to be a great host.

9. The importance of making lists!

Everyone organizes in different ways, I make lists!

A good start is a simple email introducing yourself to TRM TRH and Head Retainers. Let them know who you are, how they may best contact you, and offer your assistance. If you don’t hear back within a few days, you may ask more specifically about things they may need and ask if you can be of assistance in providing items. If by the week before you don’t know if they have (for example) retainers then call. Let them know you have some volunteers and confirm that they are comfortable with the preparations for the event.

10. Hospitality

On the Kingdom web page for TRM and TRH there is a list of Whims, allergies, and preferences. This is where you find out more about the Crown as people. Do They have children? What time period are they dressed in? You can use this information to cater to Their specific needs.

11. Hospitality Cont’d

It is a nice touch to add something unique and local or something that goes along with the time period of the event or reign. You can even add items They may have forgotten (sunscreen!) It doesn’t have to be spectacular or expensive, just thoughtful. You want to be a good host. Present or have the basket available after They have set up and are comfortable. You don’t want to overwhelm Them. Perhaps your local Landed Baronage will want to present this.

Refreshments during the day? Garbage duty! Tablecloth that extends to floor to hide things behind. Are there people in your branch that can contribute? This is not a requirement! You do not have to spend loads of money and you may NOT use event funds to provide exclusively to the Crown. Event funds are for everyone!

12. So what does the crown need?

When I plan to attend an event as Baronage, or pack for a trip, or tackle any project, I first create a list. I imagine the time, from beginning to end, and jot down what I need as I go through the time in my mind. Some lists can be re-used (like a Pennsic packing list).

Example as Baroness for day trip: Troll in- need membership card and checkbook, clothes for the day, coronet and veil, shoes. Arrange for day shade. Throne, table and mug. Something to drink

and eat during the day. Fencing gear and authorization card. Court clothes and toiletries. Feast gear. Basket with current hand sewing project... This is just a basic example but you get the idea. You won't neglect a single detail if you go through the entire day in your mind for the Crown and anticipate Their needs.

13. First a place to take Their ease

Two places: a place to sit "in state" where They may hold meetings and Court and a Withdrawing area where They may rest and coordinate

- a. Will TRM bring a pavilion?
 - i. Thrones, table, mugs, banners
- b. The "in state" area may also be where Court will be held. Ask the Autocrat about the site setup.
- c. Is there a withdrawing room / tent available?
 - i. Does it have a table, chairs, gift basket-snacks, beverages and toiletries

You may need to arrange for these supplies, or arrange for staff to set up AND tear down with the Autocrat.

The withdrawing area should be guarded and only Themselves and the retinue be allowed entrance. That way Their belongings are safe.

14. Do They have minions?

- How to be a Retainer is another class.

It is not your job to schedule guards and retainers but having local volunteers available for the Head Retainer to fit in is very helpful.

Visiting Royals come from afar and may not have adequate help.

NOTE! Other Kingdoms have different customs so try to enlist volunteers of both sexes. HRH East preferred a Man to assist Him beside the field.

They will need help at arrival for carrying items and setting up under the pavilion as well as attending during the day and help setting up for feast. They also need help packing out at the end.

15. You should NOT be a minion!

Keep yourself behind the scenes and fill in only when absolutely necessary. Always show proper respect towards the Crown and the Presence.

16. Is feast taken care of?

Try to take care of this BEFORE then event itself. Are the Royals staying for feast? Look into your Branch's Financial Policy regarding feast and "comped" regulations. Ask your Baronage, the Autocrat and Head Cook how they are handling High Table, how many spaces are available? Is there a Hall Steward or Head Server to coordinate set up and clean up of High Table. Then coordinate with the Head Retainer to plan for feast gear and who is sitting at High Table. As this is often a work in progress as the Crown figures out who will be there and staying for feast, keep up to date on the number of spots available for feast.

The retaining staff will require a table near High Table.

17. What if They need to use your stuff?

Your local branch has stuff, you can ask to use it. You might need to propose at a business meeting, especially if you need baronial feast gear or a pavilion. Remember, you can not use

event funds to provide for the Royals. If you use event funds you must provide for the entire populace at the event.

18. Packing out

They need help packing up and loading vehicles. Help is needed taking down pavilions, washing feast gear, etc.

19. A Place to Sleep

- a. Hotel- make sure they have good directions
- b. Crash space

20. Above all, Grace under Pressure. Don't let them see you sweat. Be prepared to adjust your plans and accommodate. And wear a watch!