PRINCIPAL RETAINER’S CHECKLIST

GEAR CHECKLIST

Do you have the baldrics for all the retainers?  _____  Is the feastgear present and all accounted for?  _____

Do you have the Lady-in-Waiting basket?  _____  Is everything that should be in it in it?  _____

Does HRH Finn have his hat?  _____  Is all the armor packed?  _____

TO DO CHECKLIST

Make sure initial royal presence is set up right away (preferably before TRH arrive or ASAP after that).
(Richard Ealdwulf will supervise this if he is present; if not, it’s your responsibility.)  _____

Make sure WATER and ICE are at the royal presence, in the Royalty Room and in court.  _____

Make sure thrones and other sanctum gear are where they should be, WHEN they should be.
(Richard Ealdwulf will supervise this if he is present; if not, it’s your responsibility.)  _____

Make sure HRH Finn’s armor is unpacked and set up. Make sure he is watered and attended regularly when he is participating in some martial activity (of *any* kind).  _____

Double-check event schedule with autocrat in case there have been last-minute changes.  _____

Arrange with autocrat for at least one interested new local person to attend in court.  _____

Make contact with event signet and with herald-in-charge. Put them in contact with Pale Herald.  _____

Make sure HRH Tamara is attended by at least TWO ladies at all times. The lady-in-waiting basket has to go with her everywhere (even to the restroom) and it can get heavy. Spelling each other in carrying it keeps everyone a bit happier.  _____

Record the event, the SCA & modern name, address, phone number & e-mail ALONG WITH a description of all gifts given to TRH. Clarify if it is a personal gift or for the regalia.  _____

Check late in day to make sure feast is on time.  _____

Make sure HRH Finn’s armor is packed up.  _____

Find the persons TRH want to attend at head table and invite. (Two spare set-ups are in the gear.)  _____

Set up feastgear at head table before feast, and wash up and repack feastgear after feast.  _____

Double-check where and when court will be, and where the line-up will be assembling.  _____

Double-check that all scrolls, tokens and other miscellaneous items required are present at court.  _____

Make sure that all of the regalia and personnel gear of TRH is packed and put back into vehicles.  _____

Thank all other retainers for their presence and assistance.  _____

Breathe.