

Kingdom A&S Competition

Site Recommendations

Last updated February 21, 2010 (THL Raven Mayne, KMoAS)

I. Minimum Requirements

A. Location

1. The site must be easily reachable by vehicular traffic in all probable weather conditions during the season in which the Collegium is held.
2. If possible, the site should be reasonably available to visitors from all reaches of the Kingdom (i.e., reasonably centrally located).

B. Time needed

1. One (1) day minimum, on weekend (Saturday preferred), is OK. [\[Can have a two day event if financially feasible\]](#)
2. Site available 8:00 AM to 9:00 PM. [\[Judging time and populace choice viewing time here are critical. Setup can occur at 8:00 AM, with site opening to the populace at 9:00 AM. Registration can take place from 9:00 AM to 10:30 AM. Short court at 10:30 AM, followed by a short judges' meeting, should start judging at 11:00 AM. Judging time varies, depending on the number of entries, the number of categories entered, and the number of available certified judges. Populace choice viewing & voting usually can occur within one additional hour. This is followed by completion of tallying and preparation of scrolls/awards. Then, there is closing court, followed by populace departure and site cleanup...\]](#)

C. Space needed

1. One (1) large room for entry display and judging. This room must be separate from any populace-occupied areas.
2. One(1) large room/area for Vocal performances
3. One (1) separate room to be used by Royalty at Their discretion. [\[This room may also be used for Champion candidate interviews but may require a separate large room to accommodate a possible large number of entries.\]](#)
4. One (1) separate room for tally, A&S staff, and scroll preparation.
5. One (1) “common room” or area that may be used for multiple purposes (activities for populace, merchant(s), display(s), lunch, & etc.).
6. Parking area for moderate to large number of vehicles.

D. Facilities needed

1. Prefer all areas to be handicapped accessible.
2. On-site restroom(s) must be available.
3. Entry display and judging room should have tables (prefer rectangular) and chairs that may be rearranged as needed. If rooms to be used as classrooms do not contain tables and chairs, these must be available for us to set up and use. [\[We need enough table space for all entries \(some take up to one half a six](#)

ft table), some floor space for larger or miscellaneous entries, and room for judges to sit themselves in front of tables.]

4. Additional tables and chairs must be available for use in common area(s), in the Royal ready room, and in the tally/staff room.
5. Air conditioning must be available (and working) up and on as early as possible in all rooms and indoor common areas we will be using (if Collegium is in warm season &/or region of state).

E. Site rules

1. No pets OK.
2. No smoking OK.
3. No alcohol OK. [This is not preferred, as we then have to move all alcoholic entries and the judges for these categories to a separate off-site location.]

F. Local amenities

1. Nearby local fast-food establishments are a must if food & drink cannot be served on site.
2. Local lodging (motels, hotels) must be available (especially for a two-day event).

II. Optimal (Preferred) Requirements

A. Location

1. The site must be easily reachable by vehicular traffic in all probable weather conditions during the season in which the Collegium is held.
2. If possible, the site should be reasonably available to visitors from all reaches of the Kingdom (i.e., reasonably centrally located).
3. If possible, the site should be easily accessible via major travel routes (freeways, major streets, &c.).

B. Time needed

1. Prefer site available two (2) days (Saturday & Sunday). [For many years now the Crown has had to wait, usually for a long time, while the judging of entries was completed, the scores tabulated, and lists & scrolls prepared for closing court. In addition, the populace has not often had adequate time to view entries. A two-day Competition event in an adequate setting could resolve all of these problems and provide many advantages. Judging could happen on Saturday, and the tabulation and double-checking could happen that afternoon/evening in a more relaxed atmosphere. With more time available, there would be much less possibility for error. On Sunday, the artisan names could be displayed with the entries; in fact, artisans could sit with their entries to answer populace questions, and the populace choice balloting could take place with much more time for evaluation. On Saturday evening, there might be a feast/revel with entertainment. Other activities to involve the populace (classes/workshops, A&S challenges/contests, &c.) could happen while the judging was taking place (on an adequate site). On Sunday, there is no reason some fighting could not take place as well on an amenable site. The Crown could give all awards on Sunday afternoon. This would provide much more for the populace to be involved in during the event, and would, in all likelihood, attract many more attendees. &c, &c, &c...]
2. Prefer site available 7:00 AM to 11:00 PM Saturday, and 7:00 AM to 5:00 PM Sunday.

C. Space needed

1. Up to four (4) rooms available for A&S Competition entries. Adjoining rooms separated by moveable walls are useful if available. If possible, when we have a two-day event this area must be securable so entries may remain on site overnight. [Adjoining, adjustable rooms allow us to set up these rooms as needed for entries. With multiple rooms, there will be a greater opportunity for populace viewing when the judging is finished in one (or more) of the rooms.]
2. At least one (1) additional room that may be used as a tally room, for scroll preparation, and for A&S Competition staff.
3. One (1) room to be used by Royalty at Their discretion. [This room will also be used for Champion candidate interviews.]

4. One (1) “common room” or area that may be used for multiple purposes (merchant(s), display(s), lunch, &c.).
5. One (1) additional “common room” or auditorium that may be set up and used for court, feast, revel, or left cleared as needed. [A separate common room, especially one where food service is allowed, is a real plus at a Collegium, allowing for an evening feast, dance, or revel as desired during a two-day event. An auditorium, with a stage, is also a plus.]
6. One (1) kitchen, or kitchen facility, that we may use to prepare food.
7. Parking area for large number of vehicles.
8. Outdoor area(s), preferably lawn, where fighting and/or other outdoor activities/classes may be located. [We would prefer the option of being able to set up shade pavilions in grassy areas where there is not already some shade in place (trees, ramadas, &c.).]

D. Facilities needed

1. All areas should be handicapped accessible.
2. On-site restroom(s) must be available.
3. Rooms should (preferably) have tables and chairs (as opposed to student desks) that may be rearranged as needed. If sufficient rooms are available to be used as classrooms and they do not contain tables and chairs, these must be available for us to set up and use.
4. Additional tables and chairs must be available for use in common area(s). If possible, some tables/chairs should also be available for use in outdoor areas used for the event.
5. Air conditioning must be available (and working) in all rooms and indoor common areas we will be using (if the A&S Competition is in warm season &/or region of state).
6. Prefer some shade available in any outdoor areas used by the Collegium (if possible), especially if the Competition is in southern Arizona during the warmer season...
7. If a two-day site is used, prefer to also have kitchen facilities usable to prepare a feast or some sort of meal(s).

E. Site rules

1. No pets OK.
2. No smoking OK.
3. Wet (or damp) site preferred. We need to be able to have the judging of alcoholic entries taking place on site (as opposed to having this happen at another location. [Off-site judging of alcoholic entries causes confusion (and frustration) both for entrants and judges, especially when the judges must also be involved in judging other categories. Much time is wasted.]
4. Prefer ability to use on-site cooking facilities, or to be able to bring cooking facilities and tools on site to use during classes &/or workshops.
5. Prefer to be able to serve lunch &/or dinner on site.

F. Local amenities

1. Nearby local fast-food establishments are a must if food & drink cannot be served on site. Prefer reasonable restaurant selection as well when we have a two-day event.
2. Local lodging (motels, hotels) must be available.