

2025 Quarter 2

The Barge



The Calendar 1
Court Reports 2
Letter from the Baronage 3
Event Running: Budgets 4
1381 Thoughts

Calontir Calendar

July

Masters of the Duel

Saturday, July 19

Crystal Mines

801 S Main St, Carthage, MO 64836

Feast of Eagles

Saturday, July 26

Cum an Iolair

Overland Park, KS 66213

August

Regional Fighter Practice

Saturday, August 9

Theobald College

701 North Summit Street, Arkansas City, KS 67005

St. Augustine's Faire

Friday, August 15 - Sunday, August 17

Heraldshill

202 6th Ave, Grafton, IA 50440

Cattle Raids

Friday, August 22 - Sunday, August 24

Mag Mor

635 E 1st St, Wahoo, NE 68066

Raid or Trade

Friday, August 29 - Monday, September 1

Coeur d'Ennuï

8717 W 122nd St N, Mingo, IA 50168

September

King's Companie of Archers

Friday, September 5, - Sunday, September 7

Lonely Tower

17980 Collins Rd, Smithville, MO 64089

Vertigo

Friday, September 12, - Sunday, September 14

Lost Moor

Group Site 8598 76 MO-128, Trenton, MO 64683

Gryphon's Fest

Friday, September 19, - Sunday, September 21

Three Rivers

588 Highway W, Elsberry, MO 63343

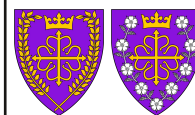
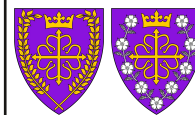
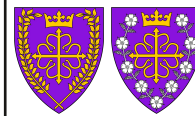
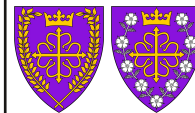
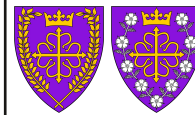
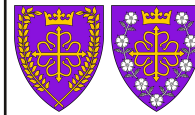
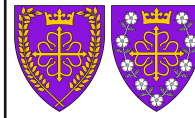
Kingdom A&S

Saturday, September 27

Mag Mor

635 E 1st St, Wahoo, NE 68066

Royal Progress
Majesties Highnesses



Court Reports

(Regarding Baronial Members)

Lilies War

Balthazar de Lumiere - Queen's Chalice
Rochwen Morwenna - Cross of Calontir
Roger Warwick - Pelican

St George & the Dragon

Yngvarr Bjarnkarl - Golden Calon Swan

Queen's Prize

Rivka bat Zakarriyya - Calon Lily

Unslung Heroes

Eowyth þa Siðend - Calon Lily

Image Credits

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Page 3

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- Gryphon's Fest, taken by Yseult de Michel (mka: Cal Cassidy), Used with permission.

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- Rivka, taken by Rivka bat Zakarriyyā (mka: Rachael Peters), Used with permission.

A Letter from the Baronage

Greetings to our beloved Barony! Here we are in the “dog days” of summer. Lilles has come and gone, and Pennsic is on the horizon.

Lilies was great fun as always, and we extend heartfelt congratulations to all baronial members who were recognized for their service to and/or artistry for the Kingdom.

This was the first year of the All-Baronies Fireworks party as opposed to the Three Rivers Fireworks Party. Every Barony contributed time, money, and/or supplies. We are hopeful that, as communication grows among the baronies, this endeavor will become more successful with each passing year.

We send sincere congratulations to Their Royal Majesties Emerick and Kolfinna. It was a joyous day, and Calontir continues to be in safe hands.

We are looking forward to Birthday Bash this weekend (July 19) in Jefferson Barracks Park at the Gold Star Pavillion. Judging by the growing comments on the Book of Face event page, we are looking forward to a wonderful potluck.

Lord Franco has announced the format for the Baronial Heavy Championship, and it will be fun for the participants and exciting for the audience. However, near and dear to our hearts, will be Court.

We are enthusiastic to recognize excellence from within our chosen family!

For those traveling to Pennsic, we wish you safe journeys and look forward to your stories and tall tales upon your return to our fair lands.

We are, as always, yours in Service,
Dagny & Gwynneth
~ *We lift as we rise.*





After a several month break so I could run two events and get married, I can now return my attention to this (now award winning) series on Event Running. In the previous issues, we've talked about ideation and finding appropriate sites. In this issue, we'll discuss putting together a budget.

This is an extremely important part of the event running process because budgets are where we talk about real money. This money does not only come from the group sponsoring the event, but (at least until you're reimbursed) you are laying

out your money too. And, at the end of the day, these costs drive the price of the event. Furthermore, both the group and the event steward can get into trouble if proper financial policies are not followed.

That sounds like a lot to worry about. But, the good news is that you don't need to think about it all at once. So, to make things more approachable, we'll discuss the process, starting with an interview with our current Exchequer, Rivka bat Zakarriyyā.

When putting together a budget what policies do event stewards need to follow?

Understanding that most of the time we reimburse rather than give people money up front for costs... Also that we wrap up the financial end of the event 30 days after the event is over. So making sure that you're on top of keeping your receipts because reimbursement cannot happen without a receipt.



Does an event steward need to have individual line-item expenses approved by a financial committee before spending money?

[No, during the bid process, items should be given as categorical expenses, e.g.] there's a line for activities, there's a line for site, there's a line for food.... But generally, the goal is to stay within budget [for those categories]. If [any category goes over budget] it's required to have approval from the financial committee.



During the bid process, who needs to approve the budget?

Our financial committee which approves the actual budget of a bid includes Their Excellencies (both of them), the Barony Seneschal, and the Barony Exchequer.



If a budget needs to be amended, how is that handled?

You would send an Email to [the exchequer] or to the Barony Seneschal or you could even approach either one of us at meeting. Then we would meet as a financial committee and discuss.



Does the exchequer keep records to help potential event stewards plan their budget?

Yes. It's not required for us to keep a document like that [but] I do personally have a document where I enter all of the information from an event.



Who is in charge of the seed money for the Gate box?

[The Gate crew chief will work that out with the Exchequer] usually a week or so before the event is when that exchange happens.



What are the policies for comped attendance?

Royalty is comped for events and for feast [as well as] the [Baronage and these should be] written into the bid. The barony recently approved additional people to be comped events [and] includes the event stewards, the feast steward, and people who are working the Auction at our Winter Court.



How does the member discount factor into determining your budget?

The money goes directly to the kingdom... and is not a part of the general budget.



When turning in receipts, what format do you accept/prefer?

I will take original receipts and Emailed receipts... even copied receipts are fine [so long as it] is the full itemized receipt: has the date on it, has the name of the store, and every item that was purchased.



Can items for an event be purchased on the same receipt as personal items?

I would prefer personal items not to be on the same receipt as items that are being bought for the event.



Listen to the Full
Interview



Editor's Commentary

The budget presented with your event bid can be very loose, describing general categories. It's good to get as specific as you can, but an itemized list is not required.

For most events, the site rental is, by far, the largest expense. Thus, simply by knowing that one number, you're probably 70-80% of the way there in terms of the bottom line!

From there, you should include some of the usual expenses at every event. These can include:

- Costs for copying gate forms
- Waterbearing supplies
- Site tokens
- Youth activities
- A&S Competition prizes

These are all small expenses (typically well under \$100).

Next, you should consider whether you're wanting to do anything unusual with your event that might incur unusual expenses. For example: Are you wanting to build a section of a fort wall as part of a battle scenario? If so, make some rough estimates on how much that will cost. Generally, it's not a bad idea to overestimate a bit. Indeed, I often toss in a "misc" category of a few hundred dollars in case there's things I've forgotten.

Once you have that set, add it all up and that is the expense half of your budget! (I often like to do this in Excel or Google Sheets to make them do the math for me.)

Next, we'll need to check if this budget is reasonable by determining what the cost per attendee will be. This is a bit tricky since you don't actually know how many people will attend. The best way we can approach this is to see if

there are attendance numbers for an equivalent event - if the group hosts a fall camping event annually, ask the previous event stewards, seneschal, or exchequer what the attendance was previously. The previous event stewards are the most likely to be able to give a quick estimate. The exchequer will be the most likely to provide exact numbers, but even rough estimates from talking to people that attended previously are good enough for an estimate.

Once I have a rough number in mind, I'll take that as a middle-of-the-road estimate, but also have best and worst cases. For example, if last year there were 278 people, I'll have a low end estimate of 200 (a roughly 30% decrease), and a high estimate of 330 (a roughly 20% increase).

I'll then divide my total by each of those numbers to get a "dollars per attendee" in each scenario. These numbers represent the amounts that we would need to set the site fee at to ensure the group breaks even.

Chances are that the numbers won't be nice, round numbers. It is generally a good idea to round each of them up to the nearest \$5. Your Gate coordinator will thank you because trying to run Gate when everyone is needing \$1's back almost always runs them out of \$1's. Best to avoid that as much as possible.

For safety's sake, I generally lean more towards a "safe" site fee based on lower than expected attendance. However, I also weigh this against what other events are currently charging within the kingdom. If there are things that you know are going to be a larger draw (such as a number of elevations), a less conservative estimate is entirely fair.

You may be wondering how to deal with the member discount. The answer is simple: You don't. While members get a discount of \$10, the extra \$10 that non-members pay is not something the hosting group gets to keep in the end; it gets forwarded to the corporate level. Thus, it's not part of your group's budget.

One thing that I haven't mentioned yet is inns and feasts. That's because these are often somewhat separate from the site fee itself, as attendees can opt-in. If an inn or feast can not be opted-out of (i.e., if the meal is part of the site fee), then this should be included in the main budget. If not, go through the same approval process for each of these. As with before, more detail is better, but it's often challenging to know what grocery prices are going to be several months in the future. Top line numbers and a sample menu are generally well received when presenting the bid.

When discussing the budget as the bid is being presented, keep in mind that this is not setting anything in stone. The seneschal, exchequer, and others present may have feedback. This is another reason I like to budget in a spreadsheet: It's easy to change things on the fly and have it recalculate for you!

At this stage, the budget is only to give a rough idea of things as a part of the bid process. So don't stress too much about it.

After Your Bid is Accepted

If your bid is accepted, then you should be free to start purchasing the necessary items, so long as you don't go over budget in any of the categories as you defined them. To help prevent this, I generally make an itemized list of everything I want to purchase before doing so to make sure I'm not over budget.

However, mistakes do happen. It's quite easy to forget that something was needed only to realize that it is later on. To adjust the budget, you'll need approval from the financial committee (the Baronage, seneschal, and exchequer). Be prepared to explain the discrepancy and then present it to them at an officer meeting, in an Email, or at a weekly populace meeting (if all are present).

You may be wondering how those items are paid for. In theory, the group could pay the vendors directly. However, in practice, this adds another layer of complexity that slows things down as most groups do not have a good way to pay vendors other than a check, which is slow. As such, the event steward generally pays for items and gets reimbursed for them later.

To be eligible for reimbursement, you will also need to submit a receipt. This means that any item for the event should be purchased separately from personal items to avoid them being on the same receipt. I generally keep an envelope at home to store all event related receipts in, but I also take pictures of them immediately on receiving them so I can have a digital copy as well.

It should be noted that, as an event steward, you likely won't pay for everything yourself. Various crew chiefs will likely take care of items under their purview and file for reimbursement separately. As an event steward, I generally try to take as much of this up-front expense on myself. This puts less stress on the other volunteers, streamlines the reimbursement process for the exchequer (who has less checks to write), and, to be perfectly fair, I don't mind a few extra reward points on my credit card so long as I have the financial stability to pay it off in the interim.

Conclusion

Budgets seem intimidating but they shouldn't be. During the bid process, the only hard number that has to be decided on is the site/inn/feast fees which can be tweaked during the bid process.

Everything else can be a good estimate, and revisions later can be managed so long as they aren't so extreme that they would necessitate a change to the site fees. But, as long as you stay organized and proactive, this shouldn't be a challenge.

1381 Thoughts

Since Rivka was one of the event stewards for last year's "1381 Chronicles" event, we asked her to share some thoughts on what she learned running her first larger camping event.

Fall of last year, I was Co-Autocrat for 1381 Chronicles (aka Grypon's Fest). This was the first Kingdom level event I have run. I have previously run smaller, local events and been crew chief, but this was a big event in comparison.

This was an event built around the events of a Peasant Revolt in England in 1381. When Jon Chesey shared his vision for what he wanted 1381 Chronicles to be, I knew it was going to be a big project. Big, but exciting. Jon envisioned an immersive event where most activities related back to the theme. Since there were many source materials available, Jon already had a lot of great ideas for what we could do during the event to make it as immersive as possible.

Lessons Learned:

1. Having a well fleshed-out theme or idea and weaving it through all (or most) activities is fun for everyone, both on the planning end and for attendees.

2. Sites can be hard to find, especially for weekend camping events. Ensure that you start looking for sites early and put down a deposit

right away. When picking a site, keep in mind where people will camp, driving, what staff they will have available and what staff you will need to provide, flow of traffic, accessibility, etc.

3. Make sure that you are confident with the crew chiefs of the event. Don't be afraid to invite people with less experience onto the team. Including people with less experience by offering a more experienced mentor can be helpful to ease stress for all involved.

4. Give crew chiefs an idea of what you are looking for but be confident that they can handle it. Check in with them and answer any questions and/or brainstorm with them. Encourage creativity.

5. Be realistic about what projects need to be completed prior to the event and who can support with the projects.

6. Ensure that you have a solid set-up and break-down crew.

7. Be aware that the Crown may have business they need to take care of during your event, so the schedule needs to allow for flexibility.

Curia Baronis

Baroness:
Gwynneth wraig Rhys

Chatelaine:
Caspar von Gorlitz

Baroness:
Dagny ingen Murchada

Demo Coordinator:
Hirsch Eichmann

Seneschal:
Yngvarr Bjarnakarl

Minister of Arts & Sciences:
Pádraigín AnEinigh

Chronicler:
Jon Chesey

Quest Coordinator:
Jamette de la Roche

Herald:
Melchor Eichmann

Gold Key:
Zilia Silvani

Quartermaster:
Alys Knighton

Webminister:
Luna di Caterino Tofani

Knight's Marshal:
Franco Suarez

Minister of Youth:
Anzoy Diogenus

Archery Marshal:
Emeline de Moulineux

Social Media Officer:
Berakha bat Mira v'Shlomo

Exchequer:
Bero von Wustenbrenner

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The Barony of Three Rivers meets weekly on Wednesday evenings, 6:30 to 9:00, at the Masonic Hall, 12 E. Lockwood, Webster Groves, MO 63119.

The Baronial website is at b3r.calontir.org.