

## **FAIRE A LA CARTE – PARTICIPANT HANDBOOK**

Faire a la Carte (hereafter FaIC) is a new business designed to provide the historical renaissance festival experience to a wider audience through weekend faires, evenings of entertainment, feasts, corporate events, and festivals and the like.

This handbook is designed to detail expectations of participants in events produced in this inaugural year of FaIC.

Herein you will find general expectations, a unique philosophy, and the rules and regulations for FaIC, 2008. FaIC intends to hire experienced participants and vendors and to produce events without the benefit of rehearsals or academies in 2008. This goal makes it essential to spell out policies and philosophies in a handbook format.

### **Chain of Command**

FaIC is co-owned by Susi Matthews Cannon and Becky Grotts who are responsible for all financial and contractual obligations. The board of FaIC consists of : Susi Matthews Cannon, Becky Grotts, Bruce Cannon, Riley Grotts, Mark Wickersham, Pam Owens, Wayne Owens, Julie Williams and Eric Williams.

All entertainment policies, faire scheduling and development, and training are the responsibility of Susi Matthews Cannon as Entertainment Director. Susi generally portrays Queen Elizabeth and will not be involved in operational issues during event hours. The Assistant Entertainment Director is Dani Gurley. Dani will function as the official voice of the Entertainment Director during events. Any scheduling problems, staging concerns, time or schedule challenges and communication issues will go through the Assistant ED during event hours. She will be in costume and character during the day and will have radio contact to communicate with Security, Site Manager, etc.

Becky Grotts, co-owner, is the Vendor Coordinator and will be assisted by Julie Williams.

A Site Manager will be on-hand the day before an event to assist in vendor placement and set-up procedures.

### **Clarity in Communication**

Strong, creative personalities are prone to differences of opinion. FaIC intends to contract only responsible individuals and groups with the ability to maturely resolve these differences. FaIC reserves the right to terminate a contract, and/or remove from consideration for future events, any individual or group demonstrating consistently negative or destructive behavior.

These expectations are a means of establishing clear communications between the participants and the management. FaIC exists to create fun and educational renaissance events while providing entertainment and merchandise for the patrons.

### **Appearance:**

Participants and vendors are expected to appear in period-appropriate garb and accessories. This includes drinking and eating utensils, outer/weather wear, footwear and hairstyle.

### **Parking:**

Whenever possible there will be designated participant and vendor parking. If necessary, parking passes will be issued before the event. All vehicles are required to be off-site 1/2 hour before opening meeting.

### Participant Camping & Lodging:

FaIC will attempt to negotiate hotel rooms and/or camping for each event. Within-the-faire-site camping may be limited to vendors who wish to sleep in their booths and the historical re-enactor groups. Any other performers who have period appropriate tents and camping gear may seek permission to camp on site as well. This will be decided on a case-by-case basis. If camping in modern tents or RVs can be arranged information will be sent with contract materials.

If lodging is part of a performer's contract information will be sent directly to the performer as soon as it is confirmed for the event.

### Green Room:

FaIC will make every effort to provide a "Green Room" for each event. This area will include limited storage space, bottled water, first aid and weather appropriate provisions (hot drinks, sunscreen, etc.) The Green Room will have security provided.

### Security:

FaIC is not responsible for lost or stolen items. Do not rely on the security of the Green Room.

Most events will include at least one reenactment group whose encampments will be situated in such a way as to help maintain security and keep watch during the night. These groups also include personnel trained in law enforcement, emergency services and medical response.

Emergency personnel will be introduced at opening meetings.

### First Aid, Lost and Found:

First Aid will be available via a kit in the Green Room and by contacting the Assistant ED who will coordinate any medical needs with the appropriate personnel.

Please make known any life-threatening food or substance allergies or medical conditions by sending the information to the FaIC office with your performance contract.

Lost and Found will be located at the entrance gate of each event or as designated at opening meeting.

### Weather:

FaIC events are held at both indoor and outdoor venues. Prepare for all kinds of weather for your person, garb, and equipment.

### Pets:

Depending on the event, the location, its sponsor, and local ordinances, animals may or may not be welcome. Where pets are allowed there will be a registration process at the front gate including taking a picture and collecting a small fee, which will be donated to animal rescue. Anyone bringing pets is expected to clean up after them and monitor their behavior at all times during the event.

Performers using animals in their act or wanting to bring pets will be approved on a per event basis. Performers must provide appropriate health/immunization records for each animal. In the case of rare or exotic animals local authorities may require additional licenses/permits. These are the responsibility of the performer. Be mindful that many people are snake-phobic--be considerate and willing to put snakes away in such a case.

### Smoking:

*There will be no participant smoking of cigarettes allowed in public view. Any smoking done while in costume must be in designated areas away from the sight of patrons and other performers. Cigar and pipe smoking is allowed in public view but be courteous; there are many folk who are allergic to smoke. Smoke can also be damaging to costumes and merchandise.*

### Alcohol and Illegal Drugs:

Chemically impaired behavior will not be tolerated. Period. Any participant caught drinking or imbibing during event hours will be escorted from the site, will not be contracted for future events and will be subject to local law enforcement. Participants found to be under the influence of illegal drugs or substances will be immediately banned from the site, arrested and prosecuted to the full extent of the law.

### Language and Behavior:

While this is an adult entertainment venue, lewd behavior and rude language will not be tolerated. Children both attend and perform at FalC events and will receive a good example set by FalC personnel. Every attempt will be made to have the adult-oriented shows properly situated away from children's activities and clearly marked.

### Weapons:

*All weapons carried by any participant, vendor or stage show must be sheathed and peace bound during rehearsals and the hours of an event. All weapons demos, fights and use of any weapon whatsoever on the streets or on stage **must** be approved by Mark Wickersham, Master of Weapons, prior to opening gate. Anyone caught behaving irresponsibly with any weapon will receive one warning. A second unsafe situation will be dealt with by immediate expulsion from the event by security personnel and will be subject to local law enforcement as necessary.*

**Note to all vendors selling weapons:** any weapon sold to patrons without a sheath must be wrapped securely and taken to the patron's vehicle accompanied by someone from the shop. Patrons will not be allowed to carry bare steel under any circumstances.

### Performing Expectations:

FalC has a firm policy of being a patron and playtron friendly faire. In this spirit all stage show performers are expected to be out in the lanes interacting with the patrons between shows (allowing reasonable time for breaks and for lunch).

Performers' interactions will not be scheduled in shifts or areas throughout the faire. Professional faire performers should see where there is a need for entertainment throughout the site and willingly fill that void. Any vendors or crafters who wish to participate in play are more than welcome to do so; all vendors are more than welcome at any performer class or meeting.

### Opening Meeting:

Opening meeting will be 1 hour prior to opening gate each day and will be held at the main stage. All entertainers are required to be present. Other participants are encouraged to attend or to have at least one representative of each group or vendor there. This is the only opportunity to make and hear announcements, disseminate information and generally meet with everyone at the start of the day.

### Performing Schedule:

Stage shows are scheduled in 45 minutes segments. The schedule grid will be posted in the broadsheet or program given to patrons, in the Green Room, at the stages and available at opening meetings.

Area Managers may be assigned for larger events and will report to the Assistant Entertainment Director. Each will have responsibility for roving throughout the faire site and will be charged with keeping the stages running to the posted schedule, handling any performance or audience problem during the day and maintaining both stage, seating and performance areas during the day. They will be the liaison between the stage shows and the Assistant Entertainment Director.

There are a few scheduled activities at the Royal Pavilion, such as the Children's Knighting, the Royal Feast, and the end of the daily parade. The area will be inhabited by someone at all times in order to greet children and for photo opportunities with the Queen and Court. Cast and vendors are encouraged to interact with the Queen and Court members, either in the street or by approaching the pavilion, bringing a patron to court for introductions or a village 'conflict' that needs to be reviewed. All such bits with the court should be scheduled in advance with Lady Izzy, who keeps the Queen's appointment calendar. "Gifts" may be presented to highlight a vendor's wares. (If it is a "temporary gift" for show, please make that clear to Izzy so as to avoid any confusion or awkwardness.)

### Parade and Last Huzzah

The concept for the parade is as if the village is turning out to parade before the Queen and will end at the Royal Pavilion where the Children's Knighting will occur. Unless there is a medical reason why individuals cannot participate, EVERYONE is required to be in the parade. Everyone is encouraged to have (lightweight) banners to wave during the parade. The parade should be a fun, interactive and lively "show." NOTE: This is the perfect opportunity for vendors to highlight their unique products throughout the rest of the faire by being a part of the parade. Feel free to use bells, horns, whistles, and drums so as to not blow out voices during the parade but we want it to be a big spectacle. Timing and location of parade lineup will be announced at opening meeting for each event.

The Last Huzzah will start 45 minutes prior to closing gate for each event and will be organized and often Emceed by Bruce Cannon. All stage shows and performers are required to attend and be ready to perform. This final show will be highly interactive with villagers and stage shows encouraged to participate. As the finale, the musicians will strike up the Lilt music, leading the dancing villagers and court members to the front gate, encouraging all patrons to follow. The final "Godspeed and Fare Thee Well" will be issued at the front gate.

### Hat Passing

Stage shows and busking performers have the right to solicit tips during their shows. FaIC has a definite preference for a light-hearted approach as opposed to begging or being aggressive in asking for tips. The high pressure "you have to support me" approach, such as shaking a basket under patron's noses is tacky and will not be allowed. A more humorous approach is more effective. Seasoned performers understand that passing the hat works best if it is part of the show and spiced with humor. Cast members should never solicit tips, however if you are offered one, you may certainly accept it. It can be more embarrassing to turn one down than it is to graciously accept it. Hat passing is prohibited outside the front gate and directly in front of or beside booths. Busking directly beside vendor booths causes traffic flow problems and most often intrudes with vendor business. Vendors are an integral part of the show and are here to make a living--do not alienate them but rather include them in the entertainment as much as they wish to be included. Consider that most of them are "stuck" in their booths and may often be delighted to hear a wandering minstrel play or be involved in interaction with villagers.

**Finally**, welcome to this, the first year of Faire a la Carte!