

EXEC HANDOVER DOCUMENT

V1.0 FEBRUARY 2019

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README.TXT

Welcome to the Exec Handover Document! Please read this section before proceeding.

KEY

If a comment is inside this purple box, it is a suggestion from the past exec to future exec for an improvement that would be good to implement. If there is no name, the suggestion came from the person who wrote the section. If there is a name, then they made the suggestion.

If something is yet to be written (due to various circumstances) it is highlighted in green.

Heading 1: Overall, large sections e.g. *Elected Exec Duties, Assistant Reps, Advertising, Events*.

Heading 2: Big sections within the large sections e.g. *President, Treasurer, Secretary* fall within *Elected Exec Duties*.

Heading 3: Subsections i.e. within *Secretary* there is *Duty Breakdown, Room Bookings, Hoodies*. Any *Appendices* should be a subsection like this.

Heading 4: sub-sub-sections. Do not go below Heading 4, in order to try and constrain the Contents.

All *Exec Duties* should begin with a *Duty Breakdown*, briefly bulleting all areas of responsibility. These can then be expanded upon if needed in subsequent subsections.

All *Events* should have the subsections *Prior Organisation* and *Logistics On The Day*.

EDITING

Before making any major edits, create a copy of the document, update the version number here and in the document title, and edit the new copy. Add details of major edits to the changelog.

Version rolls over to the next whole number when a new exec team comes to edit it i.e. the 2018-19 team begins V1.0, and the 2019-20 team will begin V2.0.

The document should always be amended subsequent to the AGM by the new exec team (with help of the old, if needed) to take into account any motions that have been made.

CHANGELOG

Version	Editor(s)	Details of edits
1.0	Ares (Secretary)	Handover document created from the draft document! c:

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ALL EXEC

All exec, elected or appointed and regardless of specific role, are required to:

- Pull their weight.
- Represent their part of the society at various events (e.g. societies fairs, tabletop weekends).
- Perform their allocated duties.
- Attend exec meetings (obligation for elected; heavily encouraged for appointed).
- Communicate with the other exec via (currently) the Facebook messenger chat (this may change to Discord after the 2019 AGM).
- Attend any relevant training that the SU provides at the beginning of the year.

ELECTED EXEC DUTIES

PRESIDENT

NIGEL HEATHCOTE 2016-19

DUTY BREAKDOWN

1. Attend necessary SU training.
2. Work with welfare and EOO to prevent disputes within the exec, and resolve them when they arise.
3. Organise International Tabletop Day with the Medic Games Society.
4. Attending Socs Council.
5. Organising the PG board games event (in the Dirty Duck) with the SU, and any future collaborations with the SU/University.
6. Organising yearly laser quest vs. Compsoc
7. Arranging other full collaborations with societies.
8. Be involved in every part of the society.
9. Ensure every exec is pulling their weight.
10. Make decisions on matters that don't require exec discussion/that do not offer the timeframe for a full discussion.

EVENTS ORGANISED BY THE PRESIDENT

- International Tabletop Day with the Medic Games Society
- PG Board Games in the Dirty Duck (SU Collab)
- Laser Quest vs. Compsoc
- See the Events section of this document for details on these

SOCIETY COLLABORATIONS

Currently, society collaborations are not solely organised by the President - they have been organised by the exec member with ties to the society being collaborated with. This section may need moving and/or reproducing elsewhere in this document.

- Make sure they commit to having exec present for the entire duration of an event.
- Board games is a good common ground.
- Make special effort to include the other society in advertising and materials – theme the event around the other soc.
 - For example, in a collab with Star Wars: made a custom version of spyfall themed around Star Wars, and created a custom version mashup of our logos for advertisement.

Past Collaborations:

- Star Wars:
- Game Design:

INVOLVEMENT IN THE SOCIETY

- Be prepared to actively spot issues/possible improvements in all society events. Be familiar with the changes that are being made to make sure they go through.
- Back up reps when they're struggling.
- Discuss planned purchases with society reps often.
- Attend every event in the first week or two of term.
- Don't need to attend every event every week, but be aware of how it's getting on - nothing in the society should be alien to you.
 - **Wargames** – Even if you don't play 40k, be familiar with how the apocalypse games/other large-scale games and terrain making days are organised, and see if you can work with the wargames rep in getting wargames involved in the end of term events.
 - **Draft** – keep up to date with what set is released and our relationship with the Games Den. Gain a rough familiarity with MTG and the excel spreadsheet system we use to run draft so you can step in if need be.
 - **Board games** – when attending, act like BGs rep. I.e. Be active in matchmaking confused-looking new attendees, and don't clique up with your friends/other exec. Engage with new groups of people even if they aren't playing with any exec – introduce them to the society and all that.
 - **CCGs** – gain a level of familiarity with MTG or another popular CCG so you can help run intro games. Be aware of special events and the health of the community of each game/format.
 - **RPGs** – check the website and ask the RPG rep how campaigns are going. If there are any campaigns or one-shots with spaces towards the start of term, mention them specifically to interested newbies.
 - **LARP** – Attend the fresher's session to help with monsterring and organisation. This should also provide you with an understanding of Unity so that you can assist with explanations in-game. Be active in promoting LARP at all events to newbies – it is probably the easiest thing to get into bar board games due to our supply of kit, and it is something that most have never tried. 'It's worth a go' kind of attitude.

SOCS COUNCIL

- Takes place during the first week of each term. There will be an email from the SU about when/where and how to book your attendance.
- Gather any questions that need asking from individual exec members.
- Take notes on important matters, liaise with Secretary to make sure the info is disseminated during the following exec meeting.

ENSURE EVERY EXEC IS PULLING THEIR WEIGHT

- Encourage reps to offer a representation for their part of the society at the weekend events.
- Remind individual reps of their responsibilities.
- Make sure reps find someone suitable to cover any events they cannot run.
- Encourage innovation – refer to their AGM manifestos if they made any suggestions then.

TREASURER

NATHAN MARKS 2018-19

DUTY BREAKDOWN

1. SU Training
2. Receiving Funding
3. Organising and Allocating Budgets
4. Reimbursement forms
5. Keep Budgets Updated
6. Sponsorships
7. Senior Exec Responsibilities

SU TRAINING

- Very simple, in term 3, the SU will host numerous sessions for treasurer training about how the accounts system works and teaches the procedure (who to talk to) that must be followed if you need to reimburse, or write up a contract for a sponsor.
- You **MUST** attend one of these sessions otherwise the SU won't allow you to undertake the role of treasurer of the society.

RECEIVING FUNDING

- Shortly after you take the position, after the training sessions, the SU will release a society budget form asking about how much money numerous types of purchases will require.
- During this time, I'd recommend sitting down with the old & new reps of every "department" of the society and ask how their budget is allocated (is it a one-time purchase, like board games, or is it a repeated purchase, like Draft). This is also important to check as some things can be self-sufficient like Draft.
- It is also worth asking the old exec for any proofs of purchase as for each monetary request it will want proof of a typical purchase. Eg. we asked for £X.XX for BGs and uploaded a screenshot of a random amazon boardgame we owned to show a typical price.

ORGANISING AND ALLOCATING BUDGET

- This is **BASICALLY WHAT YOU DO ABOVE (receiving funding)**. I just found that it was far easier to get this aspect out the way upon filling in the form in point 2.
- **HOWEVER**, if things change under certain circumstances eg. unexpected donation of LARP gear, board games, or wargames terrain, then potentially this might be when you fiddle with the budgets of each aspect of the society.
- As a whole, it's easier to kill 2 birds with one stone by doing this whilst doing step 2.

REIMBURSEMENT FORMS

- This will be the majority of your role for the year.

- Upon any form of transaction involving society money either as a payment or reimbursement you will have to fill in a reimbursement form (see end of section, appendix A).
- I found it easier to tell the exec that if they needed to fill out a form, fill out as much as they could without me and then I'd fill in the info that I was required for.
- The form (see end of section, appendix A) is pretty self explanatory!
 - The only parts the treasurer needs to fill in is the account balance and the account information, both found within the SU finance tools at the foot of the SU web page, and the society authorisation.
 - The rest of the information is left to the person dealing with the payment and the socs coordinator who must approve the form.
 - If under a strange circumstance you are owed money from the society, you **CANNOT** sign off your own forms and must have the president do so in your stead.

MONITORING/UPDATING BUDGET

- Another recurring duty, will be the monitoring and updating of any budgets for each societal faction throughout the year.
- This will be done through a mixture of:
 - Checking the SU finance tools (I'll personally give you the account info).
 - Keeping track of the account balance.
 - Talking to the exec during meetings about any potential unexpected purchases.
 - Creating some form of personal record of the budgets, i.e. a spreadsheet on the exec drive so others can see where they stand on funding.

Ares (Secretary): I'd recommend making people record on a google drive spreadsheet whenever they purchase something for the society, and keep it updated as to whether or not they've put in a money request form yet.

SPONSORSHIPS

- Sponsorships is an aspect of the role that is far more dependent on your personal commitment, and the beliefs on the current exec you are working with.
- At the beginning of your role ask anyone you can think of about a sponsorship using the **society email**.
- Ask any company you can think of, no matter how big, the worst that they can say is no (won't know if you don't ask).
- Just remember keep the other exec up to date about anything, as it seems only fair that the exec get to vote on whether to accept/decline the sponsorship with any potential companies (in case of any grievances).
- **REMEMBER** the SU needs to be informed about **ANY & ALL** plans of sponsorship with a company (as will be stated in your SU training)
- Unfortunately, this is all i can speak on the matter as this is where i fell very short during my appointment as treasurer. Final remarks would be to just reiterate, Keep your exec in the loop, Ask EVERYBODY (within moral and ethical reason) as the worst you can get is a no, and keep the SU in the loop.

SENIOR EXEC DUTIES

- This final responsibility is basically what you would expect of the society with a few extra tweaks. As an exec member, you are part of the face and voice of the society. Like all other positions, it is your job to just keep an eye on members of the society and just be aware of how things are running.
- The only true difference is, with the president and the secretary, you are a senior exec role. This purely means that you are one of the roles that the SU **REQUIRES** the society to have, and this means you have a few extra responsibilities.
 - Firstly, you are expected to attend the termly socs council run by the SU with the President and secretary.
 - Secondly, you are meant to help information from the SU reach the rest of the exec, as any SU policy changes reaches the senior exec first through the council meetings.
 - Finally, in general you are there to help out and replace any exec member should they need to take a day off.

In the end, it should be a fun opportunity to help run a society that you are passionate about and is a very good experience in terms of skill building!!

TREASURER APPENDIX A: MONETARY REIMBURSEMENT FORM

<https://www.warwicksu.com/societies/finances/forms/>



FINANCE OFFICE USE ONLY

REFERENCE:

MONEY REQUEST FORM

Use this form to pay a supplier or reimburse an individual from your Club or Society account

Date Submitted		Club/Society Name	
Club/Society Account Balance		What event does this relate to?	

Payment Method	Cash (up to £50) / Bank Transfer / Credit Card							
Payable To								
Contact Email/Tel								
Bank Sort Code	N	N	-	N	N	-	N	N
Bank Account	N	N	N	N	N	N	N	N

Payments made in cash can only be collected by the person named above unless written consent is given. Cash can be collected from the SU Finance Office on the 2nd Floor of SUHQ. The SU credit card may only be used in the Finance Office

Account Name							
Account Coding	Account		Cost Centre		Dept		
Details of Payment Please attach supporting documentation as evidence of purchase Credit card receipts are not proof of purchase						£ Amount	
TOTAL CLAIM							

Requisitioner (Club/Society Member making the request)

Name		Signature	
Position		Email/Telephone	

Club/Society Authorisation (President or Treasurer – must be different to the Requisitioner)

Name		Signature	
Position		Email/Telephone	

WSU Authorisation

Sports/Socs Coordinator		Notes / Additional Info
Sports/Socs Mgmt		

SECRETARY

ARES OSBORN 2018-19

DUTY BREAKDOWN

- Book rooms for all of our events.
- Organising, running and minuting exec meetings.
- Hoodie order.

I recommend the hoodie duty is moved to the treasurer, but the details will be found under this section for now.

- Going to the termly SU Socs Council.
- Maintaining the google drive with the Web Admin.
- Organising and running the termly quiz (see Events section).

I recommend this duty is taken up by a different exec member each quiz rather than solely the secretary.

- Aiding the communications officer and web admin in keeping our various social media outlets up to date.
- Maintaining the main FB page and helping other exec members maintain their individual groups.

EXEC MEETINGS

1. ORGANISING EXEC MEETINGS

- Start by “focussing” certain exec members.** These are the people who have highest priority to be at the meeting. This always includes the secretary (as you are running the meeting) and the president, then any other exec members who are tabling a discussion. [If the secretary cannot attend (if they are away on holiday, for example), then another exec member, usually the president, can run and minute the meeting.]
Make a facebook post on the exec group stating who has been focussed, and why. Allow an opportunity for other exec members to put themselves forward to be focussed if you've missed anything that needs to be discussed.
- Set up a doodle poll.** As the secretary, if you're the one running the meeting, just give the options as the hours you are available. I keep the hours between 9am and 6pm.
((Tip: make sure to turn on the option that allows “yes, no, maybe”))
- Distribute (link share) the doodle to the focussed exec first** by DMing them individually. Once they have all indicated their availability, you can edit the doodle poll and get rid of the times when too few focussed members are available. Sometimes you'll have to prioritise certain people a bit more, because there won't be a time everyone is available.
- Distribute the doodle to the exec as a whole.** Do this by putting the link in the messenger chat, but also make a facebook post on the exec group as the link can get buried in the chat.
- Choose a final date/time** that most people are available when most have done the doodle. You can then indicate this on the poll itself.

- f. **Book a room** through warwick room booking (see room bookings section). Go for a capacity of 15-20 at first, which will return rooms in humanities/social sciences. If there's nothing available, you can increase/reduce the capacity until you find something. Capacity of 60 will get you B2.02 (if it's available), if you need it for some reason (inventory doing?). If you're unfamiliar with the room, check it has a projector with the right laptop inputs, and you can look at the layout on the 360 view.
- g. **Give out the final date/time/room to the exec** - post it in messenger, and rename the messenger group name to reflect the arrangement.
 "Exec Chat [NEXT MEETING: [date] [time] [room]]"
 I.e. "Exec Chat [NEXT MEETING: Thu 5th Jan 1600 S0.11]"
- h. Once the meeting is over, rename the exec chat to "Exec Chat [NEXT MEETING: Week x]"

Parts of this section will be out of date/irrelevant if the motion passes to move the exec chat to discord. You will need to update this part of the document to reflect that, and work out the best way to keep everyone updated in the Discord.

2. MINUTING EXEC MEETINGS

- a. **Prior to the meeting:** set up the google slide minutes. You can find previous examples of these in the TAGAROPLE google drive, along with a template you can make a copy of and edit accordingly.
 - i. Title slide: rename date to reflect when it is. Add the topics to be discussed.
 - ii. Reminders/Updates slide: anything that only requires a quick check up to see whether it's been done, or reminding people of an upcoming event. These are numbered, and any actions to be performed are also numbered accordingly.
 - iii. Slides for individual topics: rename titles, and add any appropriate information in the discussion box (but you can just leave this blank and add stuff as you talk about it in the meeting). You can invite focussed exec members to add info about their topic before the meeting begins, as they have access to the document in the drive.
 - iv. Next meeting slide: unless you can think of something before the meeting, just leave it blank to come to at the end of the meeting.
- b. **During the meeting:**
 - i. Don't bother going into presentation mode, just add stuff to the slides as you go along
 - ii. Note who is in attendance on the title slide, and who is apologies
 - iii. Add any discussion points and actions to be performed to each slide as you go along.
 - iv. At the end of the meeting, ask the exec to suggest any topics for next meeting/ask who wants to be focussed to talk about something.
- c. **After the meeting:**
 - i. Time to type up the minutes for the site! Minutes are currently in a forum thread on our website:
<https://www.warwicktabletop.co.uk/forum/16/>

Work with the new web admin to make the exec meeting minutes a separate section on the tagarople website, like how the newsletter is.

- ii. Set the invite link to the google drive minute slides to be view only. That way, no one can edit them aside from you. THIS IS IMPORTANT IF YOU'RE LINKING THE POWERPOINT IN THE WEBSITE MINUTES - you don't want a random member to be able to edit the slides!
- iii. I mostly copy paste from the powerpoint minutes and clean up any missing bits as I go. You can see the format of the website minutes from previous posts on the forum, but you can also find a template in the Secretary Appendix.
- iv. I have recently worked with the communications officer to ensure a link to the minutes is given out in the newsletter following the meeting. Ensure this is kept up, and make sure you post the minutes in time for the upcoming Sunday/Monday, when the newsletter is published.

ROOM BOOKINGS

OVERVIEW

- Most bookings done through Central Timetabling:
<https://warwick.ac.uk/services/spg/spa/centraltimetabling/roominformation/>
- See Appendix B for annotated screenshots on the process.
- Need to define **group size**, **zone** (main campus), **dates** (you can select multiple days/weeks if you're aiming to book the same room at the same times, but a room will ONLY show up if it is available for ALL the days/times you've selected - so try doing smaller blocks of a couple of weeks each rather than booking a whole terms worth in one go if you don't get a good result from doing that), **start/finish time** for room use.
- You can view details of a room by clicking its name. It'll give you details of capacity, laptop inputs, projectors etc etc.
- When you've selected a room, you'll get another form that asks the purpose of your booking.
 - Check the Appendix B for how/which fields you need to fill.
- Other useful options the website presents you with is a link to see "my bookings" (consolidated view of all the bookings you've requested), and "timetables" (here you can see the timetables for every room on the central timetabling system. This can be incredibly useful) - see Appendix B.
- Reserving a room through this form **doesn't guarantee you'll get it!** You'll get an automated email saying what you've requested, and then ANOTHER email with confirmation - you must check the second email very carefully for each booking to make sure you get the dates/times/actual rooms that you initially requested! They can give you a different room at a completely different time sometimes, so BE VIGILANT!

START OF YEAR

- You need to make sure rooms are booked for the whole year for all the regular weekly events
 - Wargames, Draft, Board Games, CCGs, RPGs and LARP.
 - You can see room recommendations for these in a subsequent section.
- Recommend booking rooms at the start of the year for scheduled big events too - tabletop weekends, quiz. You can see room recommendations for these in a subsequent section.
- The SU won't advertise the specific date the room bookings are open - email someone about this in advance! (Georgina, if she's around). They opened mid September for the 2018/19 academic year.
- Check the new url EARLY and REGULARLY! I was given a date that was actually a day after room bookings opened - you want to get in as soon after they open as possible, so keep checking in the days leading up to what you've been told.
 - <https://abs.warwick.ac.uk/wrb1819/default.aspx> is the link for 2018/19 - change the 1819 in the url to the years you're looking for to see whether the new form is up.
- KEEP A SPREADSHEET OF WHAT YOU'RE BOOKING AS YOU GO ALONG!
 - Can see an example of this in the google drive
- You can delegate bookings to other exec members, particularly those who run the weekly events. Just make sure they know what they're doing, and that they do everything you would -

i.e. checking the confirmation emails carefully, and reporting the bookings to you in your google drive spreadsheet as they go along.

I'd highly recommend delegating bookings to as many exec as possible on the big day. The start-of-year bookings shouldn't be the sole responsibility of the secretary.

REGULAR EVENTS - RECOMMENDED ROOMS

Wargames:

- Must be held in a FLAT room with rectangle/square tables
- Equipment is stored in B2.02, but B2.02 is quite large so we try and book B2.01, or another room on the concourse. If B2.01 is booked, make sure you book B2.03 as well, at least for the first few weeks of term, otherwise we can run out of space.

Room	Capacity	Notes:
B2.01		Room of choice
B2.02	60	Large, but still good.

Draft:

- Must be held in a FLAT room with a projector and rectangle/square tables
- Basic lands stored in B2.02 but easy to carry to other locations

We're working on getting locks to the B2.02 cupboards - once they become lockable, you can store booster packs in here. It's currently too risky to store that much moneys worth of easily stolen product in unsecure cupboards.

Room	Capacity	Notes:
B2.02	60	Room of choice, large but good. Central location, equipment stored here.
B2.01, B2.03, B2.04/5		Good!
Ramphal	varies	Not as central as the concourse and the tables can be weird (small and thin) but serviceable.

Board games:

- One of the most important room bookings you'll make.
- Must be held in a FLAT room with rectangle/square tables.
- Board games are really heavy and difficult to transport! You want a room as close to B2.02 as possible.
- You also don't really want a room with <60 capacity.

Room	Capacity	Notes:
B2.02	60	THIS IS THE JACKPOT. YOU WANT THIS ROOM ABOVE ANY OTHER.
B2.04/5		100% second choice. If you can't get B2.02, try for this second.
LIB2	100	It's not on the concourse but it's pretty damn close by. Keycard access can make this a slight pain (after about 6pm you need a keycard to get through the sliding doors), but the room is huge and has good tables.

LIB1		Again, pretty damn close. Large capacity, don't need a keycard to access (it's on the ground floor inside the library, next to the library cafe entrance). Slightly smaller than LIB2 but still really good.
H5.44??	60?	A trek, but the largest room in humanities. Often overlooked by people booking rooms, so can be available when the others are gone.
Oculus	60 for big rooms	A trek, and the tables in the oculus are often weird and not great for board games, but there's plenty of rooms with large capacity. And they're pretty nice too.
MR2	40-60ish	You have to book this through the SU. Email the SU asking if it's available on the times/dates you want. This room can be very useful for tabletop weekends where there are no central campus rooms available due to open days.

CCGs:

- Must be held in a FLAT room with rectangle/square tables.
- Stuff (banner, play mats etc) stored in B2.02 so good to get a room on the concourse.

Room	Capacity	Notes:
Science Concourse	Varies	Best rooms due to central location and stored equipment.
Ramphal		Good alternative. Weird tables in some rooms, but fine.

RPGs:

- You can get small rooms for this (capacity 10-20). Snap up as many as you can (about 10 for every Saturday). The RPG rep usually does this booking; liaise with them.

Room	Capacity	Notes:
Humanities	10-20	Lots of nice small rooms.
Social Sciences	10-20	Lots of nice small rooms. Some can be a pain to find.

LARP:

- Used to get Oculus rooms as they're close to the woods, but now all the equipment is stored in B2.02, so you want this room above all others. Fairly easy to book, because no one books rooms on Sundays.

BIG EVENTS - RECOMMENDED ROOMS

- **Tabletop Weekend:** anything recommended for board games; HOWEVER, you will need an overnight booking. Currently only possible with Science Concourse rooms and LIB rooms. Specify "overnight pls" on the reason for booking after you type "Tabletop", or email room bookings asking whether you can have the room overnight. Sometimes, you might need to book a room for Saturday daytime (try MR2 if you can't find anything), then move to B2.02 after 6pm-ish, due to open days.
- **Quiz:** need a fairly large room, anything with ≥ 40 capacity in a central location should be good. The Oculus has big rooms with nice projectors, but B2.02 is also good.

- **International Tabletop Day:** anything recommended for board games works; however, booking a room at this time can be hard. The Medics have rooms you can use - see the Events section for details.

AD-HOC

- You'll often have to do ad-hoc bookings for various things - most prominent example is exec meetings.
- Exec meetings: see organising exec meetings for details on rooms/capacity.
- Try and book as early as possible - remember, you can cancel your bookings, so book even if you're unsure of dates/times. Cancel any rooms you don't need as soon as you know you don't need them, to be kind to other people.

HOODIES!

- I have no idea how exec t shirts were done. So you're on your own with that one.
- I'd recommend doing hoodie orders at the end of term 2/start of term 3 in the future, so both exec and non-exec can get hoodies at the same time to increase order numbers. This also ensures new exec have hoodies in plenty of time for Welcome Week.
- You want to get the hoodies delivered to the SU. They have a delivery address pinned on the noticeboard in the finance office. Make sure the parcel is addressed to the society as well as you!

Order process:

- We order our hoodies through Bananamoon. You need to email their customer service team first, enquiring about the details and price per hoodie for x amount of orders.
- You then need to put Bananamoon on hold and set up an order form through the SU website. You can do that here: <https://www.warwicksu.com/societies/finances/sellingproducts/> and it's pretty self explanatory. Yes, you have to type out an entire list of colour and size options. Make sure you indicate purple is exec only in those options. Get comms to write a description for you if you want.
- Once everyone has ordered, you need to then compile a spreadsheet of the order details and send this to Bananamoon. There's an example in the drive from last time.
- They'll then send you a link to a payment page. You have to complete a MONEY REQUEST FORM and hand this in to the SU the DAY BEFORE you want to pay. You can then use the SU credit card on their laptop within the finance office to pay for the hoodies.
- Once that's done, they'll send you proofs. Make sure you check these super carefully with multiple members of the exec, and get any errors corrected before you accept the proofs. You might have to decline proofs multiple times if you're unlucky.

Hoodie details:

- Hoodie type: JH001
- Colours:
 - Exec hoodies: purple.
 - Member hoodies: anything other than shades of purple.
 - Shouldn't cost more to get multiple colours in one order.
- Left breast: customisation specified by the buyer. Should be 3 lines, 20(?) characters per line.
- Right breast: "University of Warwick // Tabletop Games and // Roleplaying Society" where // denotes a line break.

Maybe try finding a way to include an (embroidered) small version of our logo on the front of the hoodie?

- Back: print of a white-out version of our logo. This can be found in the google drive.

I would recommend adding EXEC in large letters under the logo on the back of the hoodie. This will be imperative if new exec decide to allow members to wear purple, not so much if purple remains reserved for exec.

SECRETARY APPENDIX A: TEMPLATE FOR WEBSITE MINUTES

*You can view the full powerpoint minutes for this meeting here:

[paste view only link to powerpoint]

This meeting was conducted on dd/mm/yyyy at time in room*

****Exec Present:****

[list]

****Exec Absent:****

[list]

****Orders of Business:****

Reminders/Updates

1. x

****Reminders/Updates****

Info/To Discuss:

1. x

Actions:

1. X

****1. TOPIC TITLE****

Info/To Discuss:

* [bulleted list]

Actions:

* [bulleted list]

[copy-paste this for every topic you've discussed]

****Next Meeting!****

To Discuss (Focussing):

[talk about when it will be]

1. topic (exec to be focussed)

SECRETARY APPENDIX B: ROOM BOOKINGS

WARWICK

Web Room Booking System 2018/19

1 Room



Define the room using filters.

[View filtered rooms](#)

Group Size 15
Zone Main Site

Suitabilities and Facilities

- Blackboard
- DataVideo Projector, LCD or PLASMA screen
- Film Projector (35mm Reel)
- Flat Room
- ITServices (Computer room) - STAFF ONLY
- Lecture Capture

🔑 = you need to specify these

For drama/dance/music activities, please select Rehearsal from the Suitabilities list above

2 Date



Choose a single date or book multiple days in multiple weeks.

[select multiple days/weeks](#)

↑ useful!

You've selected 'Monday, 25/02/2019'

February 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

3 Time



Select a preferred start time. You can adjust it later.

Preferred Start 9:00

Preferred End 10:00

Next >

[book a room](#) [my bookings](#) **useful!**

Scientia Ltd. WRB v2.1.3.465

[Week Conversion Chart](#) [Timetables](#) [CTT Website](#) | [FAQs](#) | [Room Photos](#) | [Alternative Venues](#)

very useful! Timetables for all centrally timetabled room bookings

click the room names to view their details on a new page

Web Room Booking System 2018/19

4 Select from the following options available on Monday, 25/02/2019

capacity

choose

	Time	Name	Size	Description	Info	Request?
<input type="checkbox"/>	9:00-10:00	H3.05	15	Humanities Building	Centrally Timetabled all year - including vacations	R
<input type="checkbox"/>	9:00-10:00	H4.01	15	Humanities Building	Centrally Timetabled all year - including vacations	R
<input type="checkbox"/>	9:00-10:00	H4.45	15	Humanities Building	Centrally Timetabled all year - including vacations	R
<input type="checkbox"/>	9:00-10:00	IN_A0.03 (PC room - Zeeman)	15	Zeeman Building	IT ROOM - STAFF USE ONLY - DO NOT BOOK UNLESS PC ROOM SPECIFICALLY REQUIRED	R
<input type="checkbox"/>	9:00-10:00	H0.05	16	Humanities Building	Centrally Timetabled all year - including vacations	R
<input type="checkbox"/>	9:00-10:00	H1.03	16	Humanities Building	Centrally Timetabled all year - including vacations	R
<input type="checkbox"/>	9:00-10:00	H3.58	16	Humanities Building	NB. Bookings controlled via Conferences (ext 23222) for vacation time (including weekends following the last week of each term)	R
<input type="checkbox"/>	9:00-10:00	S1.69	17	Social Sciences Building	NB. Bookings controlled via Conferences (ext 23222) for vacation time (including weekends following the last week of each term)	R
<input type="checkbox"/>	9:00-10:00	S2.73	17	Social Sciences Building	NB. Bookings controlled via Conferences (ext 23222) for vacation time (including weekends following the last week of each term)	R
<input type="checkbox"/>	9:00-10:00	A0.05 (Soc Sci)	20	Social Sciences Building	NB. Bookings controlled via Conferences (ext 23222) for vacation time (including weekends following the last week of each term) (This room is in Social Studies)	R
<input type="checkbox"/>	9:00-10:00	B2.03 (Sci Conc)	20	Science Concourse	NB. Bookings controlled via Conferences (ext 23222) for vacation time (including weekends following the last week of each term) NB This room is on the Science Concourse.	R
<input type="checkbox"/>	9:00-10:00	E0.23 (Soc Sci)	20	Social Sciences Building	NB. Bookings controlled via Conferences (ext 23222) for vacation time (including weekends following the last week of each term) (This room is in Social Studies)	R
<input type="checkbox"/>	9:00-10:00	H0.43	20	Humanities Building	NB. Bookings controlled via Conferences (ext 23222) for vacation time (including weekends following the last week of each term)	R
<input type="checkbox"/>	9:00-10:00	H0.44	20	Humanities Building	NB. Bookings controlled via Conferences (ext 23222) for vacation time (including weekends following the last week of each term)	R
<input type="checkbox"/>	9:00-10:00	H1.02	20	Humanities Building	NB. Bookings controlled via Conferences (ext 23222) for vacation time (including weekends following the last week of each term)	R

[Earlier Start](#) [Later Start](#) [Earlier Day](#) [Later Day](#) [Show More Options](#)

can be useful, but often not :)

< Back

Next >

[book a room](#) [my bookings](#)

5 Confirm your booking details



Room	B2.03 (Sci Conc)
Date	Monday, 25/02/2019
Start	9:00
End	10:00
Email	E.Osborn@warwick.ac.uk
Group Size	15
First Name	Ares
Last Name	Osborn
Telephone	

= need to fill these bits out

Is the booking on behalf of a registered student society?	Yes
Reason for booking, society name (if applicable) and any other relevant details (up to 35 characters)	Tabletop, Exec Meeting
Food and Drink will not be taken into the room	Yes
Furniture will be left in suitable teaching layout	Yes
Is your activity likely to cause a disturbance if there are surrounding rooms or offices (eg drama, social events etc)?	No
Are you charging an attendance fee?	No
External Speaker	No
Accept Conditions click here to read	Yes

I do all our room bookings under "Tabletop"

< Back

Confirm Request

[book a room](#) [my bookings](#)

COMMUNICATIONS OFFICER

FINNBAR KEATING 2018-19

DUTY BREAKDOWN

- Writing and emailing out the weekly newsletter.
- Creating FB events and Discord announcements for our events.
- Maintaining the main FB page and helping other exec members maintain their individual groups.
- Being the main port of call for answering messages sent to the FB page. Notify other exec members if they need to answer specific messages relating to their area of the society.
- Being the main port of call for other societies for collaborations and similar, kind of like the secretary for smaller societies but this society's secretary is already really busy with literally everything else so you get that job instead.
- Maintaining the society email, including notifying the rest of the exec about important emails that come through.

THE NEWSLETTER

Your mission - if you choose to accept it - is to create an engaging and enjoyable newsletter that advertises the society's upcoming events and talks about the interesting (and sometimes downright silly) things that happened. I mean, if you don't choose to accept this mission then I think you applied for the wrong exec position... But don't be afeared, I have many tips and suggestions for how to go about it, delivered to you in my generally excited newsletter-writing voice (and also normal voice, I may be somewhat overexcited in general but you can't stop me).

Newsletter writing involves two steps - writing it and then distributing it! But first let's talk about where you'll be writing the newsletter and distributing it from.

HOME SWEET HOME

You'll be writing the newsletter on our website in the Newsletters section. Let's take a quick tour!

Newsletters

[Create a new newsletter](#)

Please note that only the newest newsletters are here! The older newsletters (before Summer 2018) can be found in the [forum](#).

End Of Term 1 Newsletter - But Now, The News Where You Are (by finnbar) Tabletopopolis News is here to say goodbye to the term and tease what's up next!	posted 1 week, 1 day ago
Week 10 Newsletter - Of Dinosaurs and Hoodies (by finnbar) Tabletop weekend just happened and I'm pretty tired, but the newsletter waits for noone so here's some hoodie details.	posted 2 weeks, 2 days ago
Week 9 Newsletter - The Week of Many Things (by finnbar) We've had a sudden influx of events this week after a few weeks of event drought. Read on for news of a CCGs tournament, 3D printing introduction and of course the Tabletop Weekend and quiz.	posted 3 weeks, 2 days ago
Week 8 Newsletter - "They're Good Games, Brent" (by finnbar) There was a dog at boardgames and if that doesn't make you read this newsletter I don't know what will.	posted 1 month ago

It's the newsletters homepage! You can see the title of each newsletter, who it's by and the summary - a short, punchy advertisement for the newsletter. You may also notice that there's a sneaky new link. As Comms Officer, you get access to the newsletter creation studio (not actually a studio), which you gain top secret access to via that link. Here's what it looks like!

New Newsletter

* Title:

* Body:

B *I* H        

Hello!

Bet you didn't think you were going to be hearing from me this early! Well, ~~I got bored~~ Ash and I have been hard at work bringing some class to the newsletters. Let's look at some of the features, with help from these people I found on the street!

Headings and Subheadings

Finn: Woah, that text is big!

Bar: Sure thing, Finn - that's a heading! We can have headings, subheadings, **bold text**, *italic text*, ~~strikethrough~~ and more due to the wonderful powers of Markdown!

Finn: Oooh. Also we have images within the document now. Here's one I made earlier.

![[A CUTE CAT]](https://purr.objects-us-east-1.dream.io/i/u7J75.jpg)

Bar: SUCH A GOOD CAT

lines: 33 words: 367 32:55

* Summary:

Is Published?

Submit Query

It's a form! I hope you're excited, because I certainly am. We have a field for the title and another for the summary, which is pretty self-explanatory. The body is the most important field though, as there's actually things to talk about here! This input uses Markdown so you can include a variety of different things, as shown by the excellent Demo Newsletter on the website (<https://www.warwicktabletop.co.uk/newsletters/4>). This editor uses the SimpleMDE plugin so renders the text as you write it. Note that you can also write arbitrary HTML - **do not abuse this power**. You absolutely should not be writing arbitrary HTML unless there is no way to write it in Markdown and it is very necessary for the readability of the newsletter - the only reason I can think of to use it is to resize images using an `` tag rather than using Markdown images.

The toolbar at the top gives common operations, such as creating bold text, adding images and previewing the newsletter side-by-side with the text you're typing. Anyway, you can experiment with it and have fun!

Finally, we have the "is published" checkbox, which while unchecked only saves the newsletter as a draft. Other exec members can read this draft while logged in, but it won't notify any users of the site

and won't be visible until that checkbox is checked. So you can work on the newsletter at your leisure - you can just save it as a draft, edit it again later, and so on.

That pretty much ends the tour of the newsletter section. Let's talk about actually writing the newsletter now!

WRITING THE NEWSLETTER

This year the newsletter had a bit of an overhaul in that for most of the newsletters we don't talk about every weekly event in great depth any more, which combined with nicer formatting has made them more readable. Only the bumper newsletter at the start of each term does this now - there's more on this in the "What's Happening This Week?" section.

We have three main sections - the Announcements section, where special events are announced; "What's Happening This Week?", which details when and where usual events are happening this week; and "What Happened Last Week?", where you get to talk about all the ridiculous things that happened in games this week. We'll go over these in the next few sections! But first, a few general pointers about content.

General Newsletter Formatting

The newsletter has had problems in the past where it has seemed somewhat intimidating because of its length (perhaps like this section of the handover document huh), partially because it has just looked like a massive wall of text. The one big piece of advice I can offer to deal with this is to break the newsletter down using headings and lists. Good uses for these are covered in each section, but in the end you can just use your judgement - read through it and decide whether it looks like a wall of text or not! If in doubt, shorter is better, but don't omit important information.

You can get the information required to complete the newsletter from a variety of sources, the most useful ones likely being the most recent exec meeting minutes and the society secretary. If your secretary is good they'll likely create advertising slides for upcoming events - as well as those slides being shown in the week's regular events, you should advertise the events mentioned in them in the newsletter! In the end though, ask the other exec about things if you're stuck.

Finally, on images: currently you need to find somewhere to host any images you'd like to include in the newsletter. At the moment this is done by giving the images (all with the right sizes) to the Web Admin, who will then upload them to the website's server and will give you any necessary URLs. This admittedly isn't great, but it works.

We're hoping to replace this system with a website page that allows any member of exec to upload images to the website, so that you won't have to pester the Web Admin in future. However, this may take a while, but we have an idea how to implement this!

Finnbar Keating's Guide to Being Funny

So, I jokingly suggested I'd write this in the exec meeting where the Exec Handover Document was discussed, and now I'm sitting at my computer trying to work out how I am even funny. How do you

even begin to quantify humour? If there was some easy-to-follow guide to humour, surely someone would have already created it, shown it to the world and everyone would be funny, right? But if everyone was funny, would anyone truly be funny? What is humour, anyway? Surely it's a game of reading your audience, trying to pluck shared experiences and twist them in ingenious ways to tell an unexpected story that makes people laugh. Well, here's the one tip I can think of that summarises how I write newsletters.

Anything goes.

In past newsletters we've seen a wide range of jokes: a rewriting of Les Miserables lyrics to fit Magic Draft (by John Humphreys, our previous Communications Officer), a murder mystery that told us what events were happening this week, a newspaper article about a mad Dinosaur Park owner who couldn't dab, that Darth Plagueis cypasta applied to X-wing, madlibs, a D&D custom class and lots more. All of these came from thinking "ah, that could be funny" and trying it. Sometimes the ideas will be junk and shelved, but sometimes you'll accidentally stumble on comedy gold. Write down any and all ideas you have that you'd like to try out - I have a list saved on my laptop, some of the ideas from which you can see below. Feel free to steal them if I've not done them before (we can't repeat jokes, obviously). Talk to your friends about jokes, think of a small joke you've seen and expand it, as I said, anything goes.

```
* Death saving throws, so "you think of all the great boardgames you could have played, 2-10pm on Wednesday in B2.02. You roll again. 19, one save done".
* It me, Newsbar, sender of news and maker of portmanteaus.
* that's numberwang
* Newsletter structured like an @strangelog. Possibly save until term 1 next year when there are different rooms and I can have those as changes.
* Art auction, featuring Junkart, Modern Art and whatever other art I can get my hands on.
* BuzzFeed quiz: based on your choice of events, WHICH DISNEY PRINCESS ARE YOU?
```

You'll have a good idea of how you write, or at least will get one soon enough - mine is endless enthusiasm, confusion ("I have no idea why they'd play Siderial Confluence at 1am, but who am I to judge") and very silly jokes, and yours may be the same, may be different. Don't think you have to write an emulation of my style of newsletter though, especially if that isn't your style - play to your strengths! Read and watch things that you find funny to get ideas of how comedy is written well (Shut Up and Sit Down's humour is very much up my street, and you can't say no to Monty Python), and learn from those. Just write an accessible, friendly newsletter that you enjoy reading, and hopefully other people will enjoy it too!

In the end, you have the magical skills of a proofreader, who if asked nicely will tell you if you're not being funny, or if the joke obscures the information too much or similar. You can always rewrite the joke or use it in another, more suitable edition of the newsletter.

Finally, don't write a joke about the board game Battlestar Galactica (BSG) as in the past that hasn't ended well for... reasons. I wasn't exec when it was super popular, but I'd avoid it as the topic for a joke.

Also, a final final idea: some of my best jokes appear when I'm sleepy. I don't know why that's the case, but maybe it'll be the same for you. With that in mind, let's actually talk about each section of the newsletter.

Title and Subtitle

The newsletter should have a catchy title that aims to very briefly summarise what new things there are in this edition. If all else fails, it can at least be silly and refer to jokes made in the newsletter. You should format it as “Term X Week X Newsletter - Insert Stuff Here” - don’t forget the “Term X” otherwise you’ll have to use postgrad weeks like I did and that’s regrettable. In the end, its purpose is to draw the attention of the reader because they probably get enough emails that say “Week X Newsletter” and you want to stand out. The subtitle can go into more detail about what you’ll be covering but it’s only shown on the website so people will only be reading it if they want to find an older newsletter - so don’t think about this too much.

Introduction

You’d like people to read the newsletter, so hit ‘em where it hurts with funny jokes and exciting teasers of what’s to come. No particular information needs to be conveyed as such in this section, so you can really go as weird or silly as you’d like, but keep it relatively short because you don’t want the newsletter to look like a huge wall of text. This joke can even be relatively disjoint from the rest of the newsletter! Here’s an example, because honestly after I wrote it I was laughing about how stupid a joke it was for the rest of the day (I don’t know how many other people found it funny, but I found it really funny and if you’re not enjoying your own newsletter then I doubt many other people will also enjoy it).

[A normal day in Tabletopopolis, the sun is shining, birds are singing. We pan to a shot of an arboretum.]

Random Citizen: Help, my cat is stuck in a tree!

Cat: Meow.

Random Citizen: I need a hero! I'm holding out for a hero till the end of the night

[Suddenly, a superhero flies in on a magic newspaper the size of a carpet.]

News Man: It's okay, citizen! I'm News Man, the greatest C-list superhero, and I'm here to help!

Random Citizen: Please save my cat from the tree! He's only small!

Cat: Meow.

News Man: I'll save you with the power of news! Here's what's happening this week!

Random Citizen: are you for real

Announcements

This bit is really important, so don’t pollute the important information with jokes! If you’re doing a newsletter with a joke throughout, such as a conversational newsletter with Finn and Bar, perhaps postpone the joke until after the Announcements section. The best way to get important information across is via the heading, which will be emphasised in all editions of the newsletter. Emboldening important information in the text is also useful but remember that it won’t be emboldened on Facebook so this should be used less often. Here’s an example:

The important information to get across for any announcement is its name, time, date and location, so put those centre stage in the heading! Use calendar dates rather than undergrad ones in the headings

(that is, Tuesday 25th September instead of ~~my birthday~~ Tuesday Week 0), except when the event is happening this week, then just the weekday will suffice. I recommend putting the area of campus a room is in as well as the room number (e.g. B2.02 Science Concourse rather than just B2.02) because some of them are non-unique (e.g. there are multiple rooms called B2.02) and some of them are just difficult to find (like A0.23). Also note in the above example that the after-event social is bold in the body as it isn't a big enough event to earn its own subheading (sorry Varsity, you're good and all but you're no Introductory RPGs).

The main body of the announcement should predictably do the actual announcing, but don't feel it has to be super serious! Make it enjoyable and informative - in the case of events explain why this event is fun and why it's not to be missed, and for other announcements explain why people should care (e.g. because they want a portable hug, aka hoodie). For events you should make it clear how accessible the event is too - in most cases our events are open to anyone regardless of what past experience they have, but there will be some (such as tournaments) where you may want to make clear that you need to bring your own decks, or that you can't use proxy cards, or similar warnings. If the announcement has a related Facebook event or forum thread, you should link to that as well.

What's Happening This Week?

For the newsletters that aren't at the start of term, this should just be a list formatted as shown below. The most important information to get across is the room, then the time and date (which stay the same every week so the people who are skim-reading it will just correctly assume the time and date stay the same). Also if you could actually decide whether it's "Boardgames" or "Board Games" and stick to it, that would be great. :P

- **Wargames** Monday 17:00 to 22:00, B2.01 Science Concourse
- **Magic: The Gathering Draft** Tuesday 18:00 to 22:00, B2.02 Science Concourse
- **Boardgames** Wednesday 14:00 to 22:00, B2.04/5 Science Concourse
- **Casual Card Games** Thursday 17:00 to 22:00, R3.41 Ramphal Building
- **Live Action Roleplaying** Sunday 12:00 to 17:00 starting in OC0.05 Oculus Building

I've emboldened the event names to make it even clearer. Wow, future technology, huh? (glares at Facebook)

Below this you should mention a few things. First, the important caveats about events being run this week, such as magic draft being signup only this week or LARP not running. You can also put it as part of the list, but don't make these parts too long as otherwise it goes from being a list to being a wall of text with bullet points in it. Embolden certain times and rooms if they're odd as well.

Next, you should put a note about going to the events page on our website for RPG one-shots and campaigns, as otherwise people may assume they can just arrive at midday in the Social Sciences Cafe and expect a game. Finally, you can also use this section to promote existing events that have been put up recently or are being run recently.

For the bumper start-of-term newsletter, replace this section with a section for each event we're running. This should be used as a chance to promote each weekly event and remind people that all of our events are for everyone, even those entirely new to the hobby (we have society armies for new players to borrow, intro decks and so on). Also you've now got lots of space to make jokes but please

remember the information needs to come first - putting the dates and times of each event in the header aids that, but the description still needs to explain what the event is.

This is especially pertinent for the first newsletter of the year, where it is really important to get across what each event entails. Here are the important things to mention about each event:

- **Wargames:** we play mostly Warhammer but also other games (X-wing, Warmachine) and will try out other games. Go to the Facebook page to organise games (see our Wargames Rep's weekly post). Newbie friendly - we have society armies!
- **Magic: The Gathering Draft:** £8 (£2 less per pack you provide), mention what set is being drafted, it boosts your collection! Possibly also explain draft briefly (get boosters of cards, select favourite and pass along).
- **Board games:** *it's drop in* (this is important, if scaring away new boardgamers 101 was a module it would basically be "tell them to attend eight full hours of boardgames"). Massive collection from small party games to session-long epics, exec will be on hand to teach games. Please don't feel intimidated!
- **Casual Card Games:** M: TG Commander, Netrunner, Yu-Gi-Oh and others, demo decks and exec on hand to teach so you don't need to bring your own cards, friendly and casual environment (proxies are okay, just discuss with your opponent beforehand). There's also a weekly Facebook post for organising games.
- **RPGs:** all sorts of systems being run, look on the Events Page on our website to see what's being run. It'll likely be the Introductory RPG One-Shots in the first week, so you can say that it's special and for this week only you can just turn up.
- **LARP:** foam weaponry, costumes, get to fight in the woods like real-life D&D. Don't need any experience, exec will be there to teach and lead you from the room to the woods.

Make the newsletter as clear as reasonably possible in the first week - a conversational newsletter (like the ones including Finn and Bar) is probably a little too much for the first newsletter of the year and if you're not careful will be straight-up rejected (too real...) by whoever is proofreading it.

What Happened Last Week?

So, this is where all of the fun stuff from the past week can be talked about! There are a few things you can put here. You should focus on any special events that happened last week, such as Tabletop Weekend, but can next talk about anything that happened in regular events. Remember to thank people for running special events! In rare cases where you're really stuck for content, you can probably mention silly things from Discord like the invention of the Timforce, but you shouldn't really be relying on that unless there's some absolute comedy gold there. This section does really rely on you attending at least one of the society's events each week (and preferably not just the Magic Draft / Casual Card Games as otherwise this section will only make sense to Magic players), or at least having a spy network that you can source fun happenings from.

Don't worry too much about this section though - remember that this is a newsletter about a fun hobby where silly things can be taken out of context (as long as they're relatively harmless) and talked about excitedly. The comedy or excitement will present itself to you during the sessions, while you're having fun playing games. This is literally you presenting the things you enjoyed this week in the society to the

rest of the society, and if that's not an advertisement for how great writing the newsletter is, I don't know what is.

My last piece of advice about this section is if a situation requires heavy explanation about how a game works to be funny or interesting, ask yourself whether it is worth it. You don't need to know how Root is played to find the idea of the bird government collapsing funny or at least peculiar, so it is okay to talk about that out of context. You do need to know about Magic to understand some cool combo that happened (I tried to look one up but I'm clueless), so it's less ideal to talk in-depth about that - consider an oversimplified example, like "a spell was countered, but then the counter was countered but then the counter-counter was countered", which is still silly without any knowledge of Magic. In the end though, you've earned your place as Comms Officer so trust yourself!

Miscellaneous Extras and The Signature

When writing the newsletter you'll need to add some miscellaneous extra bits, which I'll go over now:

- If there was an exec meeting this week, include a very short description about it and link to the minutes of that meeting at the end of the "What happened this week?" section.
- If there was a Magic Draft (which there almost certainly was), credit the winners briefly! You don't need to say anything about the crazy decks they managed to draft (but if you can think of a good way to say that and you know what was drafted, go for it).
- If there's anything required from a sponsorship, it is very important that you do that and link to the sponsor if need be. My only experience of this so far has been the Zatu Games sponsorship, where if we bought games from them we need to advertise what we bought from them and link to their site.

Finally, you need to end the newsletter with the signature. Here's my signature as of early Term 2, 2018-19:

Much love <3
Finnbar Keating (Communications Officer)
f.keating@warwick.ac.uk
[Society Website](#)
[Society Facebook Page](#)
Discord Shortlink: [xdDZnYQ](#)
[Board Games Facebook Group](#)
[Card Games Facebook Group](#)
[Wargames Facebook Group](#)
[LARPs Facebook Group](#)
[RPG Facebook Group](#)
[Our Sponsors, Zatu Games](#)

You don't have to write "Much love" of course, choose your own favourite farewell message! Otherwise the other things should all be included - your name, exec position, email, website, Facebook links (yes, all of them), Discord link and anything else required by sponsorships. Once you've written all the sections outlined, you've got yourself a fresh new newsletter ready to serve to whoever is proofreading it (likely the secretary) and then get to distributing it. Huh, I guess it's time for a convenient segue...

DISTRIBUTING THE NEWSLETTER

You need to distribute the newsletter via three different channels: the website, email and the dreaded Facebook page (I'm so sorry). Fortunately, we've made distributing it to at least two of those easy!

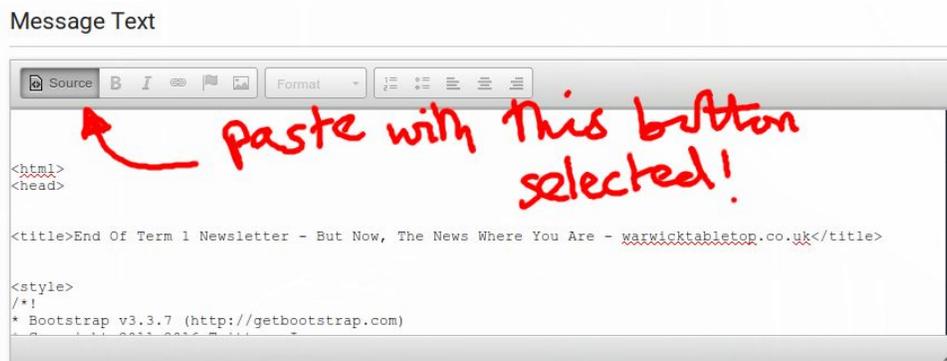
The Website and Email

First you should distribute it on the website. To do this, just save the newsletter while the "Is Published" checkbox is ticked, and this will automatically make it visible to everyone on the site and send them a notification that a new newsletter is out. So don't accidentally do this too early! If you do and uncheck the "is published" checkbox, the notifications won't disappear. You can always preview the newsletter while it isn't published, so use that to proofread (and get the secretary to proofread, they can read it also).

Next is distributing via email. We've got a useful button for helping with that, as shown in the diagram below:



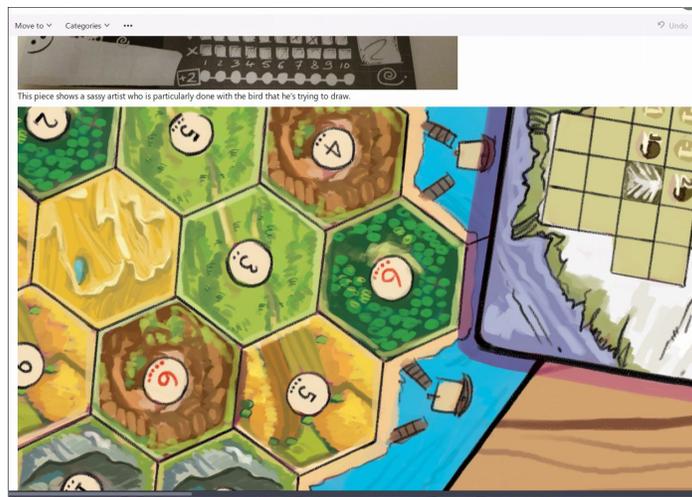
This downloads a copy of the newsletter as HTML. Open this in a text editor of your choice (even Notepad will work here) and copy the contents of the entire file (Ctrl-A, Ctrl-C should suffice). This should then be pasted as "Source" in the Message Text field, as shown below:



If you click on the "Source" button again, it'll show the email as people will see it, which is useful for making sure you pasted it all in correctly. Note that the HTML you're pasting in is huge! This is because the SU's email sender seems to have a bad time with external stylesheets, and the newsletter heavily

relies on one so we have to include the entire stylesheet with the newsletter... which is quite big. Maybe a future Web Admin or Comms Officer will be able to fix this. Finally the rest of the email form is self-explanatory, write the subject in the Subject field, don't add any attachments (the HTML you pasted in will grab the images correctly from the website) and set the To field to "All Members". Don't individually select people because otherwise all of their email addresses will be included and you'll have broken GDPR. Please don't break GDPR, otherwise you'll have to do some fun paperwork (read: not fun). I recommend you send a draft to yourself first to make sure there aren't any blatant errors.

A brief, fun aside: Outlook Web Mail, the service that most people who read the email will use to read it, uses its own styling and as such will ignore the styling we've put on it. This means that it will render images at their full size, rather than the one we limit it to. **Please remember to resize your images so that you don't end up with huge images in Outlook emails, as mentioned before.** An example has been given below of what happens if you forget. Don't be me and forget. Notice the scrollbars, particularly the horizontal one which is about a quarter of the way through the email.



You have been warned.

This email may take a while to send as if you're disorganised like me and end up not getting it out until something like 3pm on Monday, you'll be sending it at the same time as the SU's All Member Email. The SU's arcane systems don't seem to like sending more than one email at a time, so you'll have to wait.

Facebook

The Facebook page gets its own section because of how much of a pain it is to sort things out there. If Facebook ever starts to support Markdown, you can ignore this section and just paste the newsletter in from the website. I doubt this will happen before the heat death of the universe though, so let's talk about Facebook.

Facebook only allows text, links and emoji. It doesn't allow for any kind of formatting (including bold text) or inline images. Hopefully you've written a newsletter with lovely headings, lists and all the other things that make it easier to read, and are feeling okay about undoing all of that work for the Facebook

edition. Paste in the Markdown version from the website (from the text editor you used to write it), then remove the Markdown. Here are some tips for rewriting parts of the newsletter in Markdown:

Lovely Markdown Thing	Oh no, Facebook
Links written as [go here!](link).	Remove the square brackets: go here! (link)
Headings	Just capitalise the entire word (good for shorter headings), or put an emoji next to the word to delimit a subsection (good for longer ones).
Actual whitespace between paragraphs, like seriously Facebook why do your posts have no whitespace...	Add section delimiters consisting of a few dashes to space out the text a little.
Lists written with asterisks.	Just leave them be, the asterisks work well enough as delimiters. If you're feeling bold, use unicode bullet point symbols, but I expect they're more effort than they're worth.
Images.	Delete them from the body of the text and attach them to the post. If the image really needed to be at that point in the text, put a note saying that the image should be there.
Arbitrary HTML	Good luck. This is another reason why you should avoid using it unless absolutely necessary.

Here's an example of most of those things put to good use:

SPECIAL EVENTS

!! Tabletop Weekend 2: Electric Boogaloo (10am December 1st - 10pm December 2nd, B2.02)

There are only so many ways I can rehash the description of Tabletop weekend, so, uhhh, come and play games please. There'll be lots of them, we promise. Like, thirty six hours of them - that's twenty eight more than our usual Wednesday session!

? The Termly Quiz (Friday 30th November 6-8:30pm, OC1.09)

It's the first quiz with Ares at the helm after the tyrannical rule of Dan. So expect many questions from them and the rest of the exec about a variety of topics - previous rounds include countdown conundrums, bad paintings and Nigel's "Get the name of the thing from pictures which spell out something that's not it but something that rhymes with it" round. Not only do we have our usual prizes but we also have some trophies provided by The Pocket Workshop (<https://thepocketworkshop.co.uk>), a local fantasy miniatures printing company. Look at them! They're cool dragons. Afterwards we'll be going to Varsity too.

WHAT'S HAPPENING THIS WEEK?

It's literally the same rooms as last week! You can't say we don't make it easy for you.

- * WARGAMES Monday 17:00 to 22:00, B2.01 Science Concourse
- * MAGIC: THE GATHERING DRAFT Tuesday 18:00 to 22:00, B2.02 Science Concourse
- * BOARDGAMES Wednesday 14:00 to 22:00, B2.04/5 Science Concourse
- * CASUAL CARD GAMES Thursday 17:00 to 22:00, R3.41 Ramphal Building
- * LIVE ACTION ROLEPLAYING Sunday 12:00 to 17:00 starting in OC0.05 Oculus Building

Finally, you need to give the newsletter post a title. I recommend putting the date (e.g. week 8) in caps and then the title below it, as shown below. Also link to the website version which is about a billion percent easier to read.



FACEBOOK EVENTS AND DISCORD ANNOUNCEMENTS

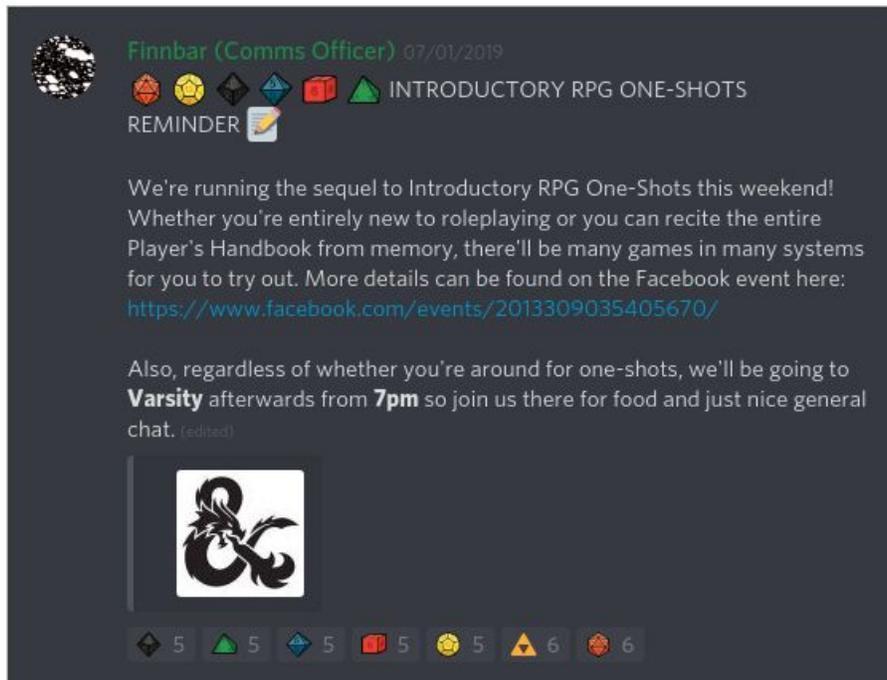
You or the secretary will have to create Facebook events from time to time, which is not too difficult although Facebook's quirks add some things to remember. This is what you need to do in creating an event:

- Give it a name and location. Include the section of campus and "Warwick University" in the location, e.g. "B2.02 Science Concourse, Warwick University".
- Write a description. This should be short and link to any extra relevant resources, e.g. forum threads in the case of the AGM. I recommend auxiliary information such as tournament regulations is put into a separate post in the event and linked to - you can even do this from a personal Facebook account if you're feeling personal.
- Set the time and date. Ignore Facebook's complaints of "but that's longer than a day!", for it is but a mere mortal in our tabletop weekend realm.
- Get a pretty picture for the event. Liaise with your local artist if your exec is lucky enough to have one, making sure that the image produced has the extremely arbitrary aspect ratio of 1.9:1 or crops well enough. Otherwise you've likely got some previous or generic assets to use.

Once you've created an event, you need to share it! You should share it to the various Facebook groups with a message relating to that group (do not leave it blank). I've included an example below.



For Tabletop Weekend you need to share the event to all of our groups, but for other events it'll be fairly self-explanatory what groups you need to share it to (card game tournaments just to CCGs, for example). Finally, you should post any events to Discord in the announcements channel. Include a brief summary, link to the Facebook event and whatever emoji you like. Here's an example:



Finally if it's a clothing order you have to react to the post with a T-shirt. Them's the rules.

EMAILS AND FACEBOOK MESSAGES

There are two main sources for messages - emails via the society's email account su303@warwicksu.com, and messages to our Facebook page. Regardless of where they came from, there are a few important things you need to do:

- If it's a question you can answer, e.g. something about when a certain event is running, feel free to just answer it. This doesn't require any intervention from the rest of exec.
- If you plan to answer it later because you can't answer it right now, leave a short message saying that you will answer it soon - something like "I've forwarded it to the rest of the exec and will try to get back to you soon!" is a very reasonable message to send.
- Sign off messages with your name and exec role. It's nice to have a human on the other side, even if some people messaging the page maybe don't realise there is a human on the other side (no names named).
- If it's a query you don't feel qualified to answer, e.g. if it's specific to a part of the society you're not heavily involved in, notify the relevant exec who will answer it themselves.
- It goes without saying, but be polite and friendly!

To access the email account, use the Finance password (which the Treasurer should have access to). I recommend you download the Outlook app on your phone and sign into the account there so you get notifications for incoming emails.

To access the Facebook page's messages, just go to the Inbox section of the main society Facebook page. You should have access to that as an admin of the page.

I think that's it... sorry this is so long, I don't think anyone (not least myself) was expecting this many pages. If you have any further questions, feel free to contact me (Finnbar) somehow!

WEB ADMIN

ASH BRENT-CARPENTER 2018-19 (SECTION WRITTEN BY FINNBAR KEATING, COMMUNICATIONS OFFICER 2018-19)

DUTY BREAKDOWN

- Maintaining and updating the website.
- Maintaining the Discord.
- Maintaining the Google Drive (alongside the Secretary).

MAINTAINING & UPDATING THE WEBSITE

I can't think of a witty intro here, so let's go!

Your Friendly Local Development Environment

The entire website codebase is stored in a Github repository owned by Ash, the original creator of the website, which can be found on <https://github.com/ashbc/tgrsite>. They should give you edit access to this repository. The first thing you should do is read the README.md, which contains all of information you'll need to set up a local copy of the website for development, as we're not doing some mad coding Wild West thing of doing all development on live.

There are three kinds of branches you need to be aware of. If you're not familiar with Git, stop reading at this point, get familiar with Git (you can always ask the previous Web Admin... or most CS students) and come back. The branches are as follows:

- `master`: predictably where all of the merged code goes. This is for stuff we'd mostly be satisfied with being on the website, although is mainly a base for feature branches to be merged into. You can make tiny fixes to this branch, although I'd generally advise against it (although I'll be straight with you (sure, Finnbar, you keep telling yourself that), I'm very guilty of pushing to `master`).
- `stable`: the branch that the website directly pulls off of, so acts as an exact replica of the code on the website. Don't do any development on this! You should only be merging `master` into this branch.
- Any other branch: this is for developing a specific feature. When you're working on a new feature, create a branch off of `master` with a sensible, descriptive name, then do all the development on that, pulling from `master` when needed to keep the branch up to date.

The website is written in the Python framework Django, which is easily installable with `pip` or similar. The installation and usage instructions for the local server are in README.md, which you should have read earlier because I told you to. I'm not going to explain how you should develop the website or similar because it's late at night, I'm tired, and you probably got this job because you know this coding stuff. If you've never used Django before, have a look at the Django tutorials or just poke around - I'd never used it before and look where I am now, writing about my inexperience with Django (but hey I also developed the newsletters, notifications and a few other features so more seriously I should stop

being mean to myself). My one tip though is that you get someone else to check over and test the code first, if possible - recent execs have been lucky to have two people that understand the website on them and hopefully this will continue.

The Webserver

Let's talk about how you do stuff on the server side. At the time of writing, the website is hosted by PythonAnywhere, who have usefully done a lot of the config for us. We have an account for the website for which the details will be given to you during handover.

To update the code, simply run `git pull -u origin stable`. You can also push small fixes directly from the webserver (which has its own git credentials that allow you to push to the Github repository) with `git push -u origin stable`. You might be sensing a pattern here and this is getting kind of patronising so let's move on.

There's a virtual environment for interacting with the code already on the server called `tgrvenv`, which you should work on. If you do you get the power of `update.sh`, a file so strong that it had to be locked away in this webserver until now... you can find it in the home directory and it does a few useful things for you, including performing all the migrations and dealing with static files. You should run this whenever you upload new files to the site.

Currently only you can upload new static files to the site, which is done through PythonAnywhere's Files tab. In general you should only be dealing with `/tgrsite/static_resources/` - any files uploaded to there will be able to be accessed at `https://www.warwicktabletop.com/static/filename.ext`. If you'd like an image to be in the gallery, put it in the `gallery_photos` subfolder of `static_resources` - the update script will automatically add these to the gallery.

Finally, as part of handover, you'll be given the various details for the domain name provider Gandi. You hopefully shouldn't have to deal with anything on that side of things, but you'll need to pay the various fees and claim those back on the society via a Money Request Form.

The Admin Site

This is the area of the site I have least experience with because I've never been a superuser of the actual site, as this is a power only given to Web Admins, not Communications Officers pretending to be Web Admins. But on the Admin site you have full access to all of the models and can edit/delete things to your heart's content - but please don't. Honestly I feel like all Web Admins should have to sign something saying that they won't mess with personal data (although GDPR does somewhat help here maybe). Regardless, be sensible. You obviously don't have access to password data though (except for salted/hashed passwords) but regardless, with great power comes great responsibility.

One area I would like to point out though is the pages system, which allows you to make arbitrary static HTML pages. This has been used a few times in the website (for example, the Privacy Policy page). I'm sorry that the entry field for creating a new page is a regular text box (coding HTML in a text box is Real Fun, I assure you), but I recommend using a Codepen or just your browser's developer tools to try stuff out first.

Also, you will have to update the Exec page during handover. I don't know how this is done, but make sure that the exec update their role descriptions as I'm not sure whether the previous execs' descriptions will carry over.

MAINTAINING THE DISCORD

I don't have any experience with this, but there's still stuff I can say:

- Get familiar with the rules. There aren't many of them, they aren't difficult, but they're clear enough that you can refer to them.
- Keep an eye on messages and take action when the rules are broken. This action can range from a warning to banning them.
- In the end, you have the final say with regards to Discord moderation.
- Also if people request emoji, give them emoji.

Ares: RIP and MOOD emojis needed. One day, I will create these.

MAINTAINING THE GOOGLE DRIVE

- You'll be one of the few given the password.
- Make sure the folders are used correctly.
- Make sure the exec are reminded of its existence regularly, because they have goldfish brains (Ares' words, not mine) sometimes.
- That's it, really.

WARGAMES REP

JAMES SAMPSON-FOSTER 2014-19

DUTY BREAKDOWN

- Keep the Cult of the Esteemed Rob alive.
- Run weekly wargames.
- Run termly special events.
- Budget.
- Hostile takeover.

THE CULT OF THE ESTEEMED ROB

Your first and primary duty is to keep the Cult of the Esteemed Rob alive. Everything else is secondary. Use force if necessary. These are the necessary facts:

- 1) **Rob founded Wargames a LONG time ago. Was it ten years ago? Or was it five thousand? Really, we don't know.**
- 2) **Rob remained Wargames exec for a LONG time.**
- 3) **Rob played Imperial Guard and had a LOT of tanks and LOTS of titans.**
- 4) **Rob also played MANY games - including Warmaster (!!!)**
- 5) **He did, with his bare hands, create society terrain.**
- 6) **There is some discussion as to whether Rob could fly.**
- 7) **One day, Rob will return at the Apocalypse™**
- 8) **All Wargames Reps become his Spiritual successors.**
- 9) **There is also discussion as to whether they can fly. ***

*Tests have thus far been inconclusive.

WEEKLY WARGAMES

Your second duty is to run the Weekly Wargames event. This runs from 1700 to 2200 hours. This includes:

- 1) Arriving at 17:00 hours at the appointed room.
- 2) Welcoming newcomers to the Weekly Wargames event.
- 3) Ensuring that the terrain is transported to Weekly Wargames.
- 4) Running the Warwick University Wargames Facebook page.
- 5) Creating a weekly post on the Facebook page (Sunday morning is the preferred time) asking who will be coming to Wargames and what they will be playing. The following format works well: 'Hey guys, it's that time again. Who will be around and what will they be bringing?'
- 6) **Try not to descend into madness after posting the weekly message hundreds of times.**
- 7) Ensuring that terrain is appropriately stored.
- 8) Running games leagues in Wargames for associated systems.
- 9) Learning multiple games systems and running intro games.
- 10) Maintaining the society armies and terrain collection.

TERMLY SPECIAL EVENTS

You will run termly special events, especially Warhammer 40,000 Apocalypse games and Terrain Making days. .

- 1) A good rule of thumb at the time of writing is allowing each player 3000pts for Apocalypse.
- 2) You will need to book rooms for this, or speak to the Secretary.
- 3) Doodle polls are useful for organising times.

BUDGET

In conjunction with the Treasurer and other Exec, putting together a budget for Wargames and purchasing things for the society, such as:

- 1) Terrain
- 2) Society Armies
- 3) Materials for Terrain Making days.
- 4) **Adequate contribution towards the Imperial Tithe.**

HOSTILE TAKEOVER

When the stars are right, you should lead a hostile takeover of the entire society.

- 1) **If the president is a member of Wargames, then you do not need to lead a hostile takeover.**
- 2) **If the president is a member of Wargames, you shall refer to them as Imperator.**

MISC

- 1) At certain times, you may find it hard to do your duties alone. This is because the bags are very heavy, for instance. You will need to acquire help from trustworthy society members to help you do your job.
- 2) You should look towards a successor to your role.

This is not a duty, but since the original Rob, it has been tradition for the society to receive voluntary donations from members towards buying outgoing Wargames Execs a model as they leave. Examples include:

*Rob got the silly Space Wolf Logan Grimnar Santa Sleigh
Martin got a Space Marine brick aeroplane*

The Emperor Protects

+++ TRANSMISSION ENDS +++

DRAFT (MAGIC: THE GATHERING)

ALEKSA CVORO 2018-19 (SECTION WRITTEN BY ARES, SECRETARY 2018-19)

DUTY BREAKDOWN

- Running weekly draft event.
- Buying the product for draft.
- Keeping the money spreadsheet up-to-date.
- Upholding our deal with the Games Den.
- Organising special events.
- Keeping the CCGs/Draft Facebook group up-to-date alongside the CCGs rep.

RUNNING DRAFT

- 1800-2200, Tuesday.
- People gather between 1800 and 1830:
 - Get people to buy packs and sleeves - £2 per booster (they have to provide a total of 4 boosters between ones they buy and ones they bring themselves: 3 for draft, 1 for prize pool).
 - Fill out the spreadsheet in the drive with who's bought/supplied what.
 - Any DCI numbers, including ones you've given out, go in the relevant tab in the spreadsheet.
 - Set up the tournament at <https://mtgarena.appspot.com/>
- Make sure the drafting begins at 1830, allow ~ 1 hour for drafting, sleeving, shuffling.
- Games should begin at 1930. 50 mins per round, then 5 turn timer.
- Once all the matches are done, distribute prizes. You have to finagle this a bit: the winner (3-0) should always get 4 packs (i.e. a free draft next time). You should then give packs to anyone who goes 2-1, though you may need to adjust the prize structure because weird results happen sometimes.
- Make sure to screenshot the draft results (inc results of all the matches) so you can send it to the Games Den for the WER! Put screenshots in the drive so they're safe.

BUYING THE PRODUCT

- We should aim to preorder a crate or similar of the latest set from Games Den, provided the price is reasonable.
- If you don't go with the Games Den, Chaos Cards (<https://www.chaoscards.co.uk/>) is a good alternative.
 - You should buy the sleeves from here anyway.
- For older sets, your best bet is buying boxes from sellers on the MTG Trading/Selling UK Facebook group run by Manaleak Birmingham.
 - Abide by their group rules. Easy peasy.
- You should reimburse your purchases from the cash in the draft box. Keep track of what you're owed! It's important.

MONEY SPREADSHEET

- It's in the Google Drive, in the folder "Magic Tournaments."
- Aims to be an official way of keeping track of what's been bought/sold.
- Make sure you keep it up-to-date.
- You can edit the format of it if you wish, to make it easier to navigate. It's not currently the best it could be, organisation-wise.

GAMES DEN

- I'm not entirely sure how this works. Ask Aleksa or Josh Raffles.
- I think it is thus:
 - Preorder/buy product from the Games Den.
 - We can give our tournament results to them to report to the WER on our behalf.
 - They should provide us with promos?

ORGANISING SPECIAL EVENTS

- Gauge interest and organise "ad-hoc" draft events for new sets that aren't standard - i.e. stuff like Unstable, Battlebond, UMA etc
- There have been requests for flashback drafts - you'll have to do the above for these too (buying product from the MTG trade/sell group as outlined in the Buying Product section).
- Same for cube draft.
- Best way to do any of these is by sign-ups on the tabletop website (like we do for RPG events), and advertise on the main Facebook page, CCGS group, and Discord.
 - Alisdair organised this for UMA - you can go to him for help.
 - Try and get the people organising cubes to also set up events on the tabletop website - it's really easy, and helps the exec keep track of what's going on. Good for society memory, too.
 - DON'T BOTHER DOING SIGN UPS FOR REGULAR DRAFT!

BOARD GAMES

PATRICK KIERNAN 2018-19

DUTY BREAKDOWN:

- Running weekly board games.
- Buying new games.
- Board game inventory.
- Lending board games.
- Keeping the board games Facebook group up-to-date.

RUNNING WEEKLY BOARD GAMES

- 1400-2200, Wednesday.
- You are responsible for the setting up and closing of the weekly board game session. This involves making sure the board games are out and visible for members.
- If there is a change in location of the event you will ensure that board games are transported to and from the allocated room respectively, in good time.
- You are responsible for making sure people are integrated into the weekly board game event. This means welcoming new people that have joined or are looking to join and making sure they are comfortable. Many of the board gamers are regulars and know each other well and this may come across as daunting or unnerving to newer members who are yet to experience the joys of the society; make sure they feel at home!

BUYING NEW GAMES

- You will be responsible for ordering any new games for the society. It is important that you speak with members of the society and ensure that a wide range of games are available for everyone to play and take into account the interests of the society.

Ares (Secretary 2018-19):

I would recommend (potentially in collaboration with the Web Admin) setting up a central portal where members can officially suggest board games they want bought by the society, to be kept in permanent record. This could be through a website other than the tagarople website, but should definitely be linked to somewhere on our website. Maybe make a forum thread for it.

(Multiple requests: more likely to be bought). If you do this, advertise it, pin it on the Facebook group and Discord board games channel.

- We currently have a sponsorship deal with Zatu that Finnbar Keating has organised. Make sure you get the details of this off them, and purchase new games through Zatu.

BOARD GAME INVENTORY

- You are also responsible for maintaining an up-to-date inventory of board games and you will be the first port of call for any members wishing to borrow games. See additional advice on lending in the next section.

- The inventory is currently done on a forum thread on the website, created by Nigel (President 201x-19).

Ares (Secretary 2018-19): You might want to work on finding a sleeker way of doing this. It should definitely be on our website, but posting new board games in replies on a forum thread doesn't help with alphabetising the inventory, nor does it keep track of board games that have been lent to the society by other members.

I'd recommend creating a separate (but linked) inventory of board games that members have lent to the collection.

- Sticker tabletop owned games with tabletop stickers. Make sure anyone who lends games to the tabletop collection stickers these with their name!! We don't want a repeat of old exec taking games away when we're not sure whether they actually own them.

LENDING BOARD GAMES

For individuals wanting to borrow any board games from our collection, we require them to be members of the society. We do not usually allow board games to be lent out over events (tabletop weekends, weekly sessions etc). When a member borrows any board games, you must take a note in the ledger contains the following:

- Person's name
- University ID number
- Current date
- Expected return date
- Games borrowed
- Your signature as the authorising exec

Upon the return of the game, please note in the ledger when the game has been returned.

In regards to other societies wanting to borrow any Board Games, we require the above information as well as the following:

- At least 2 members of their exec are members of Tabletop Society, with one preferably being the organiser of the event.
- Ideally, the society in question would make aware to participants of their event that the board games belong to Tabletop Society.

Additional favours can be organised between Tabletop and other societies but this is at the discretion of yourself and the other exec members.

PRESENCE AT EVENTS

- You may be asked to personally represent the society in society fairs, inter-society events etc and you should be aware of current events and future possibilities for prospective members.
- You're responsible for making sure exec duties are covered over tabletop weekend (you don't have to do them all! Get volunteers!). You're going to likely be the person covering the overnight Saturday shift (no one else volunteers for it most of the time), so be prepared to do that.

CASUAL CARD GAMES

JOSHUA RAFFLES 2018-19, ASSISTANT REP: ALISDAIR KIDD 2018-19

DUTY BREAKDOWN

- Running the weekly Casual Card Games session (Thursdays 17:00 - 20:00)
- Helping to connect members looking to play particular CCGs, especially those playing systems *other than Magic: The Gathering*.
- Ensuring that society resources and branding, as well as those of our sponsors, are present at CCG related events (e.g. 'The Banner', Intro Decks, Netrunner Starter Set)
- Assisting the 'Draft Rep' in communications, and negotiations, with CCG suppliers with whom the society have relations (The Games Den, at time of writing).
- Collaborating with both other Society Exec and other CCG groups/Game Stores to provide members with opportunities to play outside of the weekly session. (Typically, providing a CCGs presence at the twice-termly Tabletop Weekends is a good start).
- Engaging with society members at CCGs session and other society events, ensuring that player's of all skill levels (and decks of all power levels) are on even footing in their games.
- Report illegal, one-sided or unfair trading activity at society events to the Exec, and if appropriate to higher authorities if it cannot be resolved internally.

PLAYER EXPECTATIONS

At CCGs events, accurate player expectations are the key factor contributing to member satisfaction. A) Do not tell a member looking to play a particular game that simply showing up every week will land them an opponent, especially if that game is obscure or poorly represented by the membership. Encourage players to communicate ahead of time using society Discord, Facebook, and other media to help them meet opponents. B) Endeavor to recognise players with less powerful/advanced decks or play-styles and match them with others in a like situation. Especially in the popular 'MTG Commander' scene, there is substantial imbalance between the 'power-gamers' and 'hyper-casuals'.

MEMBER CONDUCT/MANAGING COMPLAINTS

In a casual field, etiquette differs by attendee. If a complaint is brought to you by a member that cannot be immediately resolved by correcting a misunderstanding, bring it either to an Exec meeting (for 'mechanical' queries such as deck/card legality, rules-sets, fraud etc.), or the welfare/equalities officer (for moral/ethical concerns, undue prejudice or gross member dissatisfaction). However, be mindful that it is not your job to police player relations - as with any game, sometimes players will have a bad day or react badly to a misunderstanding.

SPONSORSHIP/RESOURCES

Should any event call for outside resources or society purchases, work with the Draft Rep to contact retailers with which the society has an existing loyalty or sponsorship. Work with the Draft Rep to manage ongoing relations with local stores. All purchases should be run by with the treasurer before action.

COLLABORATIONS

Should the exec be approached by other societies, gaming groups or universities offering collaboration, work with them to organise tournaments or crossovers as appropriate.

RPGs

CALLUM MARVELL 2017-19, ASSISTANT REP: JON BELL 2018-19

DUTY BREAKDOWN:

- Ensuring that RPG sessions are being run regularly and proceeding smoothly
- Generally this includes ensuring weekly games are being run on Saturdays
- In past years, this has also included making sure that rooms are booked for RPGs - this is best done with a block booking of ~10 rooms every Saturday at the start of term, with supplementary rooms booked on request from members
- Work to ensure that wherever possible, anyone looking for a game can find one - this may include running a campaign or session of your own as appropriate
- Purchase appropriate new materials - taking requests from members on board, particularly those of DMs (since they provide the fun for everyone else).
- Work closely with the Web Admin to ensure that the site works in an efficient manner to facilitate the RPG games being organised through it.

THE WEBSITE & FACEBOOK

Ensuring the site is kept up to date

The “Events” section of the website is not used exclusively for RPGs, but RPGs use the section very extensively. You should ensure that you are well-versed in its functionality. Any larger or special RPG events being run by the society should be created by you, completed with an appropriate description and tagged with “rpg” at the end. Old events which have since finished, whether they were run by you or someone else, should be marked as such every so often - keeping the events page tidy for members looking for a new game, and avoiding confusion.

Answering messages on the site and Facebook

Following on from the above, you should expect to be messaged regularly by members asking about which games are running, where and when, upcoming events, etc. You should embrace this, and endeavor to answer any messages at your earliest convenience - even if just to say “I’ll get back to you soon”. This leads onto the next point.

KNOW YOUR DMs

Know your DMs and the games being run

Make sure that you keep a record of who is running what, which room they are using and when they are running it. Ideally keep an indicator of group size in mind as well - so that if someone starts looking for a group/game midway through term, you can direct them toward a group that may be happy to take them. The website helps with this to some extent, but is not enough on its own.

BOOKING ROOMS

This is occasionally performed by the secretary, but tends to work best if performed by the RPG officer for RPG room bookings. Generally, the best way of booking rooms is to do so as early as possible -

rooms disappear quickly, especially on Saturdays - and book for the whole year all at once, so as not to forget (and ideally to get consistent rooms throughout the year. Room bookings tends to open toward the end of the summer, but exact date is rarely known. Prior experience has shown that not taking the initiative and doing it this way doesn't work out very well - leading to many room changes between terms and weeks, which becomes hard for you and other members to follow. About 10 rooms a week, every Saturday, 12:00 - 18:00 is about right. The best rooms to get are those in Social Sciences, closely followed by those in Humanities. Backup options include Ramphal Building and Science Concourse.

INTRODUCTORY RPG SESSIONS

These are the main "big events" that you will have to organise. This includes booking rooms, gathering DMs/GMs, organising games, advertising the events on the Facebook page and website, and creating the event itself in the "Events" section. This process takes a lot of work and should be started as early as possible - especially for the "Term 1" intros. A good rule of thumb is to make a post asking current members who may be interested in running a session at the start of Summer break, posting a reminder midway through and an extra "final reminder" about a week ahead of the date itself. This year was the first "Welcome Week" - and this seemed to cause our numbers to explode - with over 100 players turning up wanting games, and 20 DMs running games - assume this sort of scale (or even bigger) to avoid under-preparing.

The summer holidays is also an EXTREMELY important time to stay on top of facebook and website messages - as many new students, who don't yet know how the systems work just yet, send messages at this time of year, about all sorts of things. Have patience with them, and answer any questions they may have - you don't want to scare them off, or even just cause them not to come as a result of misinformation. Often other members of the exec will lend a helping hand for organisation if needs be, but by following some of the above guidelines, this can generally be avoided.

The "Term 2" introductory sessions follow the same general guidelines, but are typically smaller affairs which are easier to organise, thanks to a far smaller number of entirely new people. Remember though that these events are aimed at drawing new people to the society - emphasize the welcoming atmosphere and environment.

OTHER SPECIAL ONESHOT EVENTS

Occasionally, throughout the year, additional opportunities may present themselves whereby oneshots could potentially be run. In the past, this has included things like a May 4th Star Wars oneshot, or various lighter games being run at Boardgame Weekends/Tabletop Weekends. These are rarely required, but you should work with the rest of the exec, and if it would be beneficial, be prepared to organise some of these sorts of events.

RENTING OUT RPG EQUIPMENT

The new system created this year, designed to manage the "rental" of society owned books and equipment for RPGs is to be managed by the RPG Rep - however the system at present is very underdeveloped, and almost certainly can be improved upon in some way. Since the budget

generally goes to “borrowable equipment” this is of fairly high priority.

LARP

JAKUB HAJDUS 2018-19, QUARTERMASTER: TIMOTHY SMITH 2018-19

DUTY BREAKDOWN

- Ensure that LARP sessions run every week.
- Handle player downtimes and between-session activities.
- Update/Rebalance the UNITY system.
- Work with the Equipment Officer to organise budgeting and purchasing of new kit.

RUNNING LARP

Ensure that LARP sessions run every week

This essentially boils down to making sure that there is a LARP adventure being played every week. First thing to note is that this doesn't necessarily mean that YOU have to run every adventure - just that you need to ensure one happens every week. However, this boils down to the LARP Reps running the vast majority of the adventures because there usually isn't regular enough interest from other members. For this reason, LARP Reps usually tend to organise the adventures into independent adventures that are tied together by a larger, overarching plot - this way there's something to keep regulars interested whilst keeping the spirit of an adventure-based system where newcomers can drop in and drop out as they please.

You will usually come down a bit before 12:00, pick up the banner from B2.02 and set it up outside the room kitting up takes place in. People should stream in between 12:00 and 13:00-ish - at that point you will brief the adventure, select the party members and set off. LARP sessions usually last around 3 hours but you can do shorter ones if you wish.

PLAYER DOWNTIMES/BETWEEN SESSION ACTIVITIES

The downtime system means that a lot of things in UNITY will be happening between adventures - and it is up to you to manage the thing that the players will be doing with their downtimes and other such things. The most important thing to ensure is that you are easily contactable outside of LARP adventure time, the ideal being Facebook or Discord or such. Organizing all of this information is largely down to you but a good way is to keep a Google Document for every individual player that you share with them and put their information there - lore, results of weird downtimes and the like. Things that you do not want to share with them yet can either go in another separate document or you can have a single document for all “classified” information.

UPDATE/REBALANCE THE UNITY SYSTEM

Making big, sweeping changes to UNITY is not a requirement, but it is far from a perfect system and there will be things to shuffle around and improve. As LARP Rep you technically have all the authority regarding changes to the rulebook but it is usually a good idea to ask around the other members before

making big changes. Former LARP Reps are great for this because they will have a ton of knowledge and also know all of the rulebook (including Hidden Rules) so you can freely share anything with them. The outgoing LARP Rep should be happy to help you with implementing changes at the start of the new year.

BUDGETING/PURCHASING NEW KIT

Work with the Equipment Officer to organise budgeting and purchasing of new kit.

Technically speaking this is mostly the job of the Equipment Officer/Quartermaster, but you also get a say in how the budget is going to be organised. Most of the time the money goes into buying weapons/ armour pieces - buying clothes is usually a waste because we have a ton of them already and it's the kit that most often gets donated to us. IMPORTANT NOTE HERE - Make sure to write down all the details of where you are buying kit from, such as website links and whatnot. This is because you will first have to buy the kit with your money and then fill out a form to get reimbursed by the SU, so they will need details of what exactly you bought and for how much.

THINGS TO ORGANISE

So the thing with LARP is that there's a lot of parts in the organisation of it all that work on a sort of ad-hoc, year by year basis. The following is a collection of the less and more important issues that will need to be sorted out by the LARP Rep in the coming year:

First Aid

This is EXTREMELY important to ensure the safety of all participants. We haven't had a serious accident in years but it is still vital to have a first aider as a level of security in case something does happen. Unfortunately there isn't currently a system for this aside from hoping some regular members or either of the exec have first aid training. Worse comes to worst you will have to get your own training - St. John's Ambulance do free courses on different topics across Term 1 but that may be too slow if you do not have anyone else on hand.

Ares (Secretary 2018-19): It is up to the new LARP rep for 2019-20 to try and organise a proper method for doing health and safety. This might involve continual pestering of the SU. Good luck.

Bag Storage

People often come to LARP with bags and coats and whatnot, and those need somewhere safe to be during the adventure. The unused kit/weapons also need somewhere to stay if the kitting up does not take place in B2.02. The B2.02 cupboards aren't really a viable option until we get locks for them so the incoming LARP Rep will have to think of a solution to this issue for their year. Past solutions included using the car of a regular attender or having a D'n'D group stay in the room watching over the stuff.

Kenilworth

It's a custom that the final adventure of every year (Term 3 Week 9) takes place at Kenilworth Castle. You'll have to call them up to arrange it and then arrange some sort of transport of kit and people over to the place. People is easy because buses go there from campus and you can just get someone who's

been there before to guide everyone. Kit is more difficult and you may have to call in whoever you can get with a car to drive things over there.

Picture Taking

A LARP regular called James Powell used to take pictures whenever he went out and put them up on Facebook. However, he no longer attends Warwick-related events and activities so is up to the new LARP ref to organise someone to take photos. LARP should have its' own camera by the time this document becomes relevant, so all that's needed is somebody to operate it. If pictures are being taken during LARP, make sure to brief people on not attacking the person holding the camera.

CONDUCT IN THE WOODS

We usually LARP in Tocil Woods, kitting up in a room before leaving for the woods. Although at least part of it is university property it is open to the public and therefore other people will be walking in those woods. The proper conduct when passerbys walk into LARPer is to stop fighting/roleplaying, move out of the way and wait for them to pass. If a LARPer sees someone coming, they should inform everyone around them so that everyone can stop in time. Apart from that, all normal common sense rules of social conduct apply - be polite, friendly and so on.

Hostile Behaviour

As mentioned above, you may run into passerbys in the woods. In the vast majority of cases they will go past and be on their way or have a small friendly chat. However, there have been instances where this is not the case - most notably an old man who frequently started arguments with us and claimed that we should not be allowed to LARP in the woods because of noise, wildlife disruption and whatnot. These claims are virtually all completely invalid and the arguments presented are often self-defeating and illogical - however, arguing with people like this cuts into adventure time and leaves everyone in a sour mood. The important thing here is that we are allowed to do what we do as long as we remain respectful to members of the public (as per the Conduct in the Woods section). If you are being harassed like this, do not be afraid to call security - they are on our side and have dealt with the man in question before. If he returns, or someone else shows up sporting similar behaviour, make sure that you or a trusted LARPer has a phone with a speed dial to Campus Security at 02476522083. You can leave a more experienced regular to stay with the disruptor whilst you move everyone else on and/or direct campus security to your location.

ASSISTANT REPS (GENERAL)

INTRODUCTION

- Assistant reps can be appointed by elected execs (without a vote from the main society members) when it is felt extra help is needed.
- They are often assigned to an elected exec: for example, in 2018-19, we've had an assistant RPG rep and an assistant CCGs rep.

DUTY BREAKDOWN

- Assist the main rep in all of their duties (see the relevant section for the exec role)
 - This primarily involves helping to run events (e.g. RPG One-Shots, Draft, etc.)
 - Basically just that. Scroll up, read the relevant section, and do what you can to help.
- Assist the rest of the exec in general duties (boardgames weekends, stalls during open days etc).
- You are not obligated to attend exec meetings, but it is strongly advised that you attend as many as you can. You will remain within the loop better if you attend.

ASSISTANT REPS (SPECIFIC)

If the relevant motions pass during the 2018-19 AGM, information will have to be written about the Graphic Design Officer (this can be moved here from the advertisement section) and/or Holiday Event Officer.

EQUAL OPPORTUNITIES OFFICER

JAMES SAMPSON-FOSTER 2017-19

The Equal Opportunities Officer is a role which perhaps suffers, like the Welfare officer, from being poorly defined relating to its specific duties and powers. This is as a result of Equal Opportunities and Welfare roles being often affected by new directives by the Students Union.

Nonetheless, as Equal Opportunities Officer for the previous four years, these are what I would consider to be its roles and duties:

1. Work very closely with the Welfare Officer.
 - a. The Welfare Officer is a recently created position which seems to take on a number of things which previously used to be the competency of the EOO. It is therefore my recommendation that Welfare and EOO work together, since the issues they will work together on will overlap.
2. Attend Students Union training.
 - a. Terminology and guidance relating to *Liberation* (which is the Student Union's movement to support minority gender, sexuality, disability and racial groups) can change quickly. As EOO, it is your job be on top of the latest guidance so that you can be as welcoming as possible to all communities.
3. Ensure a welcoming environment for all society members, ensuring equality of welcome based upon protected characteristics of:
 - a. Age
 - b. Disability
 - c. Gender identity
 - d. Marriage and Civil Partnership
 - e. Pregnancy
 - f. Race
 - g. Religion or belief
 - h. Sex
 - i. Sexual orientation
4. To manage the society anonymous complaints process.
 - a. The online anonymous complaints process is not yet up and running. When it is functional, it will be the responsibility of the EOO to bring complaints to a working committee.
 - b. The working committee will comprise the EOO, the Welfare Officer, and another Exec member, except where any of the above are the subject of complaints.
 - c. If the EOO is themselves a subject of complaints, they should bring the issue in front of the Exec committee.
 - d. The working committee should consult with the Students Union with reference to severe situations, and comply with any advice they issue.

We were recently informed by the SU that we do not need an anonymous complaints system.
Talk to James SF about this during handover.

WELFARE OFFICER

PATRICK KIERNAN 2018-19

Main duties:

- As welfare officer, you may be involved in dealing with sensitive and confidential information and you must remain professional in such cases, respecting everyone involved.
- As part of the role, you will be required to attend welfare training from the SU.
- You will ensure that the society members and participants (particularly new people) are aware of your position and that they can come talk to you should they feel the need to.
 - You may need to direct them to people with the relevant training who are able to properly help them, examples being the SU, or the University Wellbeing Services.
- You will ensure the safety of society members and make sure anyone who displays behaviours that do not adhere to society beliefs and values are dealt with accordingly.
- In serious cases, you may need to convene with the equal opportunities officer and the president of the society.

HEALTH AND SAFETY OFFICER

JAKUB HAJDUS 2018-19

The Health and Safety Officer is an appointed role that an elected exec member will most likely be assigned to do. Thanks to the nature of the society's activities being mostly calm, indoors events your duties are pretty limited.

This role has historically been filled by the LARP rep, as they have the "riskiest" event.

DUTY BREAKDOWN

- Fill out the yearly Health and Safety Assessment Form
- Make sure that injured society members are taken care of properly
- Minimize the risks of injury to society members during society events

HEALTH AND SAFETY FORM

Fill out the yearly Health and Safety Assessment Form.

The Health and Safety Assessment Form is basically a sheet with all of the possible health risks that society members are subject to at our events, their severity and rarity and what steps the society should take to minimize/protect against them. Your responsibility is to amend/add to the list if needed, sign it off along with the President and deliver it to the SU. This is your most important duty since the Assessment Form is an SU requirement so you have to ensure that it is done quickly. The previous exec should provide you with last year's form that you can usually send off as it is without much need for many changes.

INJURIES

Make sure that injured society members are taken care of properly.

As stated above, the injuries you can sustain during most of our events are pretty limited due to the nature of the society. However some risks are still present, mostly during LARP where there are legitimate risks of injury from falling over or being hit too hard or whatnot. It is your responsibility to either be able to respond with first aid in such situations or have someone on hand during the events that is able to.

MINIMISING RISK

Minimise the risks of injury to society members during society events.

This mostly involves following the guidelines that you set in the Assessment Form, or ensuring that they are followed by the exec at our other events.

ADVERTISING

ARES OSBORN 2018-19

ADVERTISEMENT MATERIAL OVERVIEW

- Business cards
- Society banner
- A5 generic society flyers (for Socs Fairs)
- A4 flyers for each area of the society
- Poster images for events throughout the year

There will be full .psd files uploaded for all this material in the google drive at the end of my term. You can read .psd files in Photoshop, or in most free image-editing software (such as GIMP or Medibang Paint Pro).

This is not a guide to how to create advertising material. This is a guide to *what* needs creation *when*.

PRINTING COMPANIES

- Don't use vistaprint. Bad.
- The past year I have used instantprint (<https://www.instantprint.co.uk/>), which has been fantastic. Good prices, good quality products. To save additional money here, you can download the browser extension "Honey" (no, I'm not sponsored) - I got 10% off my orders using it and credit.

DESIGN WORK

Some of this will need re-doing each year (e.g. business cards), some will be fine to re-use from previous years (e.g. the banner, if the information is still current and it's not physically broken).

All the material should contain our logo, and links to all of our social media (website, Facebook page, Discord perma-invite code).

BUSINESS CARDS

- Need to be created each academic year in time for Welcome Week.
- It seems to be the general consensus that timetables should be printed on the business cards. Revisit this discussion prior to the new academic year.
 - Pros:
 - Don't have to visit the website/facebook/wherever to find the timetable.
 - Cons:
 - We often end up with various rooms changed because of circumstances.
 - You have to make the timetables tiny to be able to fit them on. Bad on the eyes.

- Raises the price of the business cards (you'll need folded ones if you do timetables), and means they're useless at the end of an academic year.

SOCIETY BANNER

- Doesn't need redoing every year.
- Only needs redoing if it's broken, there's outdated info on it, or there's an outdated sponsor on it.

A5 GENERIC SOCIETY POSTERS

- Primarily to hand out at Socs fairs.
- Double sided:
 - Front: title, logo, list of society areas, links to all our social media stuff.
 - Back: gives a basic rundown of what each area of the society does.

A4 FLYERS (FACTION SPECIFIC)

- One for each faction:
 - Wargs
 - Draft and CCGs (combine these)
 - Board games
 - RPGs
 - LARP
- These are posted up around the Uni at the start of the year and refreshed occasionally.

AD-HOC EVENT POSTERS

- You'll often have to create ad-hoc posters throughout the year for events we hold
- Examples: tabletop weekends, quiz, collabs with other societies, AGMs.....
- If they are going to be printed, make sure you stick to A4 dimensions in 300 DPI.
 - But also make sure anything you create can be converted into an image for a Facebook event. Facebook expects something at ratio 1:1.9, which is a right pain.
- If not, stay with 300 DPI, but make them an aspect ratio that will work well on a Facebook event.

BIG EVENTS

BREAKDOWN OF EVENTS

Event	When?
Welcome Week	Week 0, the week preceding 1st week of term (last week of September).
Socs fair	Historically, Monday or Tuesday of Welcome Week
Introductory RPG One Shots	<ol style="list-style-type: none"> 1. Saturday of the 1st week of term 1 (2018: done on the Saturday of Welcome Week) 2. Saturday of the 1st week of term 2 Followed by all-society-member pub trip
Tabletop Weekends	Weekend of Week 5 and 9 in terms 1 and 2 Sat 10am - Sun 10pm, overnight
Tabletop Extravaganza	BIG tabletop weekend, weekend of week 9 in term 3 Fri 10am-Sun 10pm (has an extra day) OR Sat 10am - Mon 10pm if room bookings are a pain - the latter will overlap with CompSoc's LAN week, though.
International Tabletop Day	Collab with the Medic Games Society Yearly,
Quiz	Friday Week 9 (evening, 6-8pm) of each term Followed by a pub trip
Lazer Quest vs. CompSoc	Collab with CompSoc Near the end of term 2 - 2019: week 9 Tuesday.
PG Board Games in the Dirty Duck	Collab with the SU Kind of random - often during undergrad holidays

WELCOME WEEK

SECTION WRITTEN BY ARES OSBORN (SECRETARY 2018-19)

- Welcome Week occurred for the first time during “Week 0” of 2018 i.e. last week of September, preceding Week 1.
- Ran all of our regular events at the same times as usual (wargames, draft, board games, ccgs, rpgs (the introductory one-shot sessions), larp).
- Socs fair also happened during welcome week, but see the next section on Socs Fair for further details.

PRIOR ORGANISATION

BOOKING ROOMS FOR OUR “REGULAR” EVENTS

- It is likely that changes will happen for 2019, but the below describes what we did during 2018.
- Room booking could not be done through central timetabling. They released a weird booking form that you had to complete for **each** event you wanted to hold.
- You can see the details of last years booking as a Google Slide document in the Google Drive under Welcome Week > 2018-19 > WEEK 0 BOOKING FORM ORGANISER
 - This includes details for all the events we held, and how the form was filled out for each. If the form is the same, I'd recommend doing pretty much the same again, except for some changes (below).
- We discussed the outcome of Welcome Week during our 2018/19 Term 1 Week 1 and Week 2 Exec Meetings
 - <https://www.warwicktabletop.co.uk/forum/thread/213/> and <https://www.warwicktabletop.co.uk/forum/thread/215/>
 - Advice: **read these minutes!!**
 - Important things to make sure to do:
 - Book TWO rooms for board games and wargames
 - Make sure rooms are unlocked a while before event starts (were not for RPGs)

EXEC

- As welcome week is not during official term time, some exec may not be around.
- Make sure exec know that events are being held as normal during welcome week - if they're not around to do their duties, they **must find someone who can cover** for them!
- It is highly encourage that exec attend as many of our events as possible during this week (and also week 1) as it will be incredibly busy.
 - Don't be clique-y! Be welcoming to freshers.

SOCS FAIR

SECTION WRITTEN BY ARES OSBORN (SECRETARY 2018-19)

- Occurred during Welcome Week 2018 - this may change next year, who knows.

PRIOR ORGANISATION

- **Booking Socs Fair:** the SU will likely send stuff out during term 3 about booking Socs Fair.
 - In order to get a table last year, we had to have all of our official exec documents completed - Memorandum of Understanding, Health and Safety, Constitution, and Exec Sheet. Make sure these are done, and any other requirements they may have.
 - Then, make sure you actually book the table for Socs Fair!! This is super important. Exec will get an email about this. I (as secretary) booked the table last year.
 - You'll find out closer to the time what day they've allocated your society to be on.

If you can try and weedle 2 tables from the SU, it would be 100% worth it. We have so much going on with our society and often get a lot of visitors at the table.

- **Allocating exec duty:** in order for the day to run smoothly and to have enough exec at any one point, you'll need to make an allocation of duties.
 - You can see my spreadsheet of duty allocations last year in the Google Drive under Welcome Week > 2018-19 > Copy of Socs Fair Mon 24th Sep 2018 (note: there's 2 tabs at the bottom for availability then final duty allocations).
 - Try not to allocate exec more than 2 hours of duty in one go. People need a break. They can stick round longer if they want, but are only obligated to do what they've been allocated on the spreadsheet.
 - Try and have 3 exec (absolute minimum 2) present at all times; this is particularly important in the middle of the day as this is when it is busiest.
 - Every faction needs representation throughout the day - don't put the 2 LARP reps on at the same time, for example. Try and pair people with different society knowledge.
- **Display:** you'll need certain items for the display. Check out the section below for an inventory of what you should take.

INVENTORY

You might want to gather all of these items in one place the night before. Make sure the people setting up have access to them

Try and get a tablecloth of some description, society branded is nice but it could just be purple.

We'll have the banner, but you'll be provided with a massive pinboard. Getting one massive (generic) society poster printed (similar in info to what the banner has) wouldn't go amiss, or potentially a flag with the society logo.

In the past, we've pinned up images that represent each faction of the society (for example, logos relating to various wargames, card games, and boardgames). If you want to do the latter, I'd

recommend trying to get them printed in semi-decent quality and laminated, so that they can be used in subsequent years.

REMINDER: make sure all exec are wearing their society hoodies/t shirts!

- **Society Faction Representation:** you want to try and make sure every faction is represented in some way at the table.
 - **Wargs:** miniatures are perfect, and perhaps an xwing box set, or a mini piece of terrain.
 - **Draft:** Magic playmats are a good base to display things on top of. Display some booster packs from our chaos draft pool and/or the latest sets, or boxes of sleeves, spin downs etc.
If someone is willing to display their binder, that's great, but make sure they take cards worth money out, and you must keep an eye on the binder at all points. Cards are easy to steal.
 - **Board games:** grab a few popular/well known boardgames with reasonable-sized boxes - for example: Catan, Trivial Pursuit, Codenames, Articulate, Ticket to Ride, Sushi Go (not well known but the tin is perfectly sized), Coup, One Night Ultimate Werewolf
 - **CCGs:** items from draft above are applicable, but also if anyone has cards from other games they're good to display - i.e. Netrunner, Yu Gi Oh!, Pokemon...
 - **RPGs:** RPG dice and rulebooks (particularly the D&D rulebooks as these are well known and D&D is a major selling point for the society).
 - **LARP:** LARP weapons and a shield can be propped up against the display table, and a small weapon (dagger) could be put on the table (if it's not too cramped).

Suggestion: repaint an old useless/broken shield with the society logo? That would be cool.
 - **Images that represent each faction of the society** (for example, logos relating to various wargames, card games, and boardgames): pin these up on the pinboard. Try and get them printed in semi-decent quality and laminated, so they can be reused.
- **Advertising material:** a mix of table display and materials to hand out
 - **The banner:** display to the side of the table.
 - **Business cards:** hand these out to everyone. You'll need 500 - we ran out of 250 last year.
 - **A5 flyers (generic):** (see advertising section for how to create these) hand these out to everyone with a business card. You'll probably also need 250-500, we ran out of 100 very early on.
 - **A4 flyer for each society area:** don't hand these out, just have them on display so people can read what we do.
 - **Sweets:** hand these out. A nice touch.
 - **Society dice:** don't hand these out, but point out that they're what you get if you buy membership!
 - **Big logo print-out for the middle of the table (A3 size minimum):** yeah don't give this away, try and get it laminated so it can be reused.

- **Miscellaneous:**
 - **Drawing pins** for the pinboard! They'll usually provide the weird sticky things, but never enough.
 - **Scissors.** Somehow, these will always come in useful.
 - **String and sellotape.** Same as above.
 - **Pens.** You might need to annotate something for someone, who knows. Trust me, they'll be useful.
 - **Water bottles (and mints, and snacks).** You'll be talking a hell of a lot, and you'll want to soothe your throat and have nice breath.

LOGISTICS ON THE DAY

- **Set up:** you'll probably have an hour for set up. Make sure everyone is around on time to help!
- **Bring all the items!**
- You can see a photo of how our table was set up here:
 - X
- Make sure everyone knows **when their duty is**, and to **turn up on time** for it!
- **Hand out advertising material:** try and hand out a business card and A5 flyer (and sweets) to everyone who stops at the table.
- **Advertising spiel:** make sure everyone is prepared to give a spiel about the society as a whole, and any areas of the society they participate in. If you don't know about something someone's asking about, direct them to the other exec on duty if they know more.
 - It's good for all exec to have a generic overview of what each faction does for events like this.

INTRODUCTORY RPG ONE SHOTS

SECTION WRITTEN BY CALLUM MARVELL (RPGs REP 2017-19)

PRIOR ORGANISATION

- Start asking members if they want to DM in the next Intros at the end of the term before hand (before Christmas or at the start of Summer Break accordingly)
- **Room booking:**
 - If in doubt, book more rooms than you expect to need ~15 is probably a good baseline to adjust from
 - Book said rooms early - they disappear very quickly.
 - When booking the first term event during Week 0, the room booking system should be checked thoroughly - the current year sometimes doesn't include the options for rooms to be booked in week 0, but the previous year does - try this out if more rooms are needed unexpectedly.
- Try and have a diverse range of games being run - but also bear in mind that there are always a huge number of people looking for DnD, especially at the start of the first term. You can't really have too many DnD DMs.
- Ensure you regularly check messages on the website and facebook - new members need to have these answered, since they don't know what they are doing. Failing to answer them often leads to them abandoning the idea of getting involved.
- Send reminders about the event to advertise it on Facebook and on the website
 - This includes making a forum thread about the event, where people can discuss games being run and RPGs in general - to welcome new players.
 - Generally three Facebook posts over the Summer (start, mid, end) and two over Winter (start, end) is about right to get good coverage.
 - There should be a Freshers group for the new year. If possible, share it in there.
- While the RPG officer is primarily responsible for this event, other members of the exec should help as and where they feel comfortable to do so - due to the sheer size and scope of the event itself.

LOGISTICS ON THE DAY

- Introduce yourself to people wherever possible - a friendly face really helps some people settle in a bit better. Just be generally kind, friendly and welcoming.
- Remember that a lot of the people coming to these events are new to the university, the society and the hobby - this is their first impression and it matters a lot, so make it a good one.
- It is good to get someone to do a brief speech while everyone is gathered together before splitting off into games (usually in social sciences cafe) on a **code of conduct**, i.e. tell everyone to treat each other nicely, don't be a creep etc etc.
 - The welfare officer could do this (and has in the past).
- Advise players without dice to install a dice-rolling app; not all DM's will have dice
 - Advise DM's to bring dice if possible beforehand

PUB SOCIALS

SECTION WRITTEN BY JON BELL (RPGs ASSISTANT 2018-19)

BOOKING

- Occur after Introductory RPG One Shots and Quiz, but there's no reason why that shouldn't expand.
- Typically these have been booked out by the President (preferably several weeks in advance)
 - Post-RPG Oneshots should be booked for 7pm
 - Post-Quiz should be booked for 8pm
- Numbers that can be expected for after:
 - RPG Oneshots: 60 max, book for 20-30 people in Term 1 One-Shots (all exec should attend this one, so there'll definitely be 10 people minimum).
 - Quiz: book for 10-15 people

VENUES

- **The Phantom Coach**
 - Used a lot in previous years
 - Function room that can be booked
 - Off-Campus, and a fair walk (~20mins), so all new people will need escorting (and might not want to go at all)
 - Have had some problems with rowdy patrons
 - Currently **recommended to avoid** (18/19)
- **Varsity**
 - **Current recommended option (18/19)**
 - Do need to book well in advance as they can be busy
 - Potentially avoid if booking for a Friday (very busy)
 - On Campus
- **Dirty Duck**
 - Often very busy (especially on Friday nights)
 - You cannot book this venue (except for The Graduate)
 - On Campus
 - **Currently recommended to avoid** (18/19) unless Varsity is fully booked
 - Except for post-grad boardgames events of course, as these are booked/organised by the SU as a collab event.

TABLETOP WEEKENDS

SECTION WRITTEN BY ARES OSBORN (SECRETARY 2018-19) & UNKNOWN

PRIOR ORGANISATION:

- Tabletop weekends are run 10am Saturday till 10pm Sunday the weekend of week 5 and week 9 of term 1 and term 2.

There has been discussion about changing the weekends. See this post on the exec facebook group:
This is something that needs to be discussed by the new exec prior to the 2019-20 academic year.

- **Exec duty rota:**
 - There should be a rota for exec members responsible for being present at the event according to the following times:
 - Set up: 10am Sat till 2pm approx
 - Saturday daytime: 2pm Sat till 10pm
 - Saturday overnight: 10pm till 10am Sun
 - Sunday morning: 10am till 2pm (note: it is vital the exec member is on time to relieve the overnight exec. Any earlier is always appreciated)
 - Sunday daytime: 2pm till 8pm
 - Pack up: 8pm till 10pm
 - Exec should be assigned to each of these time slots in an exec meeting prior to the event.
 - You can see examples of this in past exec meeting minutes, i.e. <https://www.warwicktabletop.co.uk/forum/thread/258/>
- If the event isn't on the Science Concourse, make sure you have people to help transport board games!
- **Encourage as many factions of the society as possible to get involved.** This isn't purely a board games event, although the majority of people will stick to those.
- **Room bookings:** see the Room Booking section of the Secretary's duties for advice on this. Room bookings for these events should be done at the start of the year, alongside the weekly event bookings.
- **Advertisement:** you need to create a Facebook event and Discord announcement (talk to Comms and person in charge of creating advertising material about this in plenty of time), and physical posters have been done for this event in the past.

LOGISTICS ON THE DAY

- **In the hour prior to the event starting:**
 - Display all the board games on some tables at the side/back of the room (out of their boxes).
 - Arrange all the tables into twos or threes, to facilitate groups of different sizes playing games.

- There's a box in the B2.02 cupboard that has useful stuff for tabletop weekends in it - cups, cutlery, napkins. Put this out next to the board games.
- **During the event (exec on duty):**
 - Try to keep on top of rubbish/recycling - grab extra bin bags if necessary.
 - On Saturday evening (and potentially Sunday evening), facilitate the ordering of big group takeaways. There's usually a pizza order on Saturday.
- **Pack up/afterwards:**
 - Put all the tables back into original configuration.
 - Make sure all rubbish is properly cleaned up! Room bookings will slaughter us if we leave the rooms in a bad state.
 - Put all the board games safely back in the B2.02 cupboards.
 - Get a good night's sleep. Snzzzz.

TABLETOP EXTRAVAGANZA

SECTION WRITTEN BY ARES OSBORN (SECRETARY 2018-19)

- This is virtually the same as Tabletop Weekends, so see that section for the main details.
- It is run Week 9, term 3, and is our last big event of the year.
- Differences:
 - Tabletop Extravaganza has an extra 24 hours tacked onto it. This could be:
 - Friday 10am - Sunday 10pm
 - Saturday 10am - Monday 10pm
 - Which you choose will really depend on room bookings.
 - The extra 24 hours means extra exec duties! Compensate for this in the rota.

INTERNATIONAL TABLETOP DAY

SECTION WRITTEN BY NIGEL HEATHCOTE (PRESIDENT 201x-19)

PRIOR ORGANISATION

- Traditionally takes the place of the first weekend event of term 3
- More of an emphasis than usual on getting all parts of the society involved.
 - Try to organise special events if possible - an RPG oneshot (Everyone is John?) and/or a draft (cube?).
 - Inform medics of all special events, such as drafts or RPG one-shots, that you plan to do.
- Booking rooms at this time of year can be difficult, but we can use the large MTC common room – the medic games society’s usual meeting place – as a backup in almost all cases. Make sure to inform them if you plan to do this. If using the MTC, make sure you arrange a lift there and back (to transport board games). Most medics have cars, so this should be straightforward.
 - See Secretary Room Booking section for central campus rooms that are good.
- Advertisement will need to be made for this event.
 - Talk to the person in charge of advertising
 - Make a Facebook event (and get the Medics to share this to their FB group), a Discord announcement (talk to Comms about both of these), and PHYSICAL POSTERS are a good idea for this event.

LOGISTICS ON THE DAY

- Get all the board games to the event safely (and back again)
- Medics tend to do a pizza run to Costco – they will sell the pizza per-slice, and make a profit, and that’s okay as it’s one of their few sources of revenue. Ideally, some of the organisers will be flexible and be able to have the excess slices after all the attendee’s orders have been accounted for.

QUIZ

SECTION WRITTEN BY ARES OSBORN (SECRETARY 2018-19)

PRIOR ORGANISATION

- The quiz is traditionally organised overall by the Secretary.

I recommend the Secretary instead nominates an exec prior to each quiz who will organise/run the event. They can nominate themselves, if they wish. The Secretary has enough duties as it is without the obligation to run quiz.

- The overall organiser is responsible for **getting enough exec to run a round**, to get to a total of 6 rounds. People can do multiple rounds if they wish.
 - Try and get the themes of rounds to make sure there's diversity. Try and get someone to do a music round, that's always fun.
 - Each round should have 10 points allocated to it. This is usually by doing 10 questions.
 - We have traditionally had a "bonus round" (of nonsense questions) given by Scottish John (former Comms Officer) but he has said he'll retire the role at the end of the 2018-19 academic year. You'll need to decide whether to keep up this tradition, and who will carry the flag.
- The organiser is also responsible for making sure a **room is booked** for this event. They can do this themselves, or ask the Secretary (if the Secretary is not already the organiser).
 - Make sure to book the room for an hour before the start of the quiz, to allow set up, and at least an hour after the advertised finish time (I usually book it until 2200 to be safe) to allow for overrun and packing down.
 - See the Secretary's room booking section for recommended rooms.
 - Make sure there's at least one projector, and the correct laptop inputs, unless you use the desktop.
- **Advertisement** needs to be made for this event.
 - Talk to the person in charge of advertising.
 - You will need to create a Facebook event and Discord announcement (talk to Comms), and physical posters have been created for this event in the past.
- You need to **gather powerpoints** of both the quiz questions, and the quiz answers. You can juggle these how you wish, just make sure you have a system in mind.
 - I set a deadline for round creation of the day or two before, to give you enough time to compile everything.
- You need to **organise prize buying!**
 - Usually, £60 is allocated to quiz prizes. You need to get enough small prizes that a team of 5 can have something each. In the past, we've bought miniatures, rpg dice, and small board games (like coup, or werewolf).
 - You don't need to buy the prizes personally, just make sure someone does.
 - We've had a recent collaboration with The Pocket Workshop (<https://thepocketworkshop.co.uk/shop/index.php>), where they provide 3D printed trophies and we give them a shout out at the quiz. Finnbar Keating organised this, so make sure you talk to them about it.

- The **overall organiser cannot partake in the quiz**, as they'll see all the answers. The people writing rounds cannot partake in that round (they'll be leading it regardless, and so will not be with their team), but they can partake in the quiz during other rounds
- We generally follow the quiz with a **trip to the pub**. This means someone needs to prior book Varsity, or you can attempt to go to the Duck (which cannot be booked, and will likely be busy on a Friday night).

LOGISTICS ON THE DAY

- **Items you'll need to take:**
 - Paper! Enough so people can write down their answers.
 - Prizes
 - Access to the quiz slides
- Make sure quiz teams are **no more than 5 people**, to allow for equal prize distribution.
- You need to **collect team names** before the start of the quiz.
- You could **set up scoring** on a spreadsheet to be projected, or written physically on a whiteboard. It's probably a good idea to let teams see their scores as you go along.
- It's traditional that the person who makes the quiz round goes up to the front and leads that round on the night.

LAZER QUEST vs. COMPSOC

SECTION WRITTEN BY NIGEL HEATHCOTE (PRESIDENT 201x-2019)

PRIOR ORGANISATION

- Collaboration with CompSoc - make sure you communicate with them!
- Hosted at the laser quest in cov city centre - <http://www.laserquestcoventry.co.uk/#content>
- Do not book on times likely to be busy, such as Friday nights and weekends, as it means that we will be unable to have an exclusive team game.
- The site has a 'student Tuesday' promotion – 3 games for £8 as opposed to £12.
 - Draft people also probably have the least interest in attending this event, so doing it on Tuesday isn't a terrible idea.
 - Doing it on Wednesday would be AWFUL, don't do that.
- Clashes are inevitable as compsoc runs their weekly gaming on Friday
 - Friday is our only free day, but due to the above, try to avoid doing Friday at all costs.

LOGISTICS ON THE DAY

- Nigel needs to write this.

PG BOARD GAMES IN THE DIRTY DUCK

SECTION WRITTEN BY NIGEL HEATHCOTE (PRESIDENT 2018-19)

PRIOR ORGANISATION

Current responsibility of the President, will move to responsibility of the new Holiday Officer role if this motion passes at the 2019 AGM.

- No set schedule for these as of yet.
- Currently they are active in contacting us about these, but this may change in the future as sabbs rollover. If they (the PG sabb officer) are not contacting you, contact them.

LOGISTICS ON THE DAY

- They have access to a van for transport, so make use of that if you can.
- Make sure there's at least one exec present for the entire duration – ideally a PG – and at least 2 for the set-up and set-down.
 - Wear Exec tabletop-branded hoodies so people know who to talk to/go to for help.
- We usually empty board games from their boxes onto the stage, so people can come look at and choose what to play.
- PGs tend to come in groups and borrow the games for themselves, but still try to matchmake any lost-looking individuals, and explain games if need be. Recommend stuff as well – people often just default to what they know otherwise.
- Keep an eye on food and drink around fragile components. Make sure you take playmats we own with you to help protect games from table surfaces.

We've been working on getting sleeves for card-based board games, and society-owned play mats (intended for both lending at CCGs and protecting games from pub table surfaces). It will be up to the future board games/CCGs reps to continue buying product that helps protect our games, in conjunction with the Holidays Officer.

- Make sure you take business cards(/potentially A5 flyers?) to help advertise the society at these events. Additionally, take the banner and set this up next to the board games.

ELECTIONS

This section is to be written after the 2019 AGM