

EXEC HANDOVER DOCUMENT

V3 NOVEMBER 2020

ORIGINAL AUTHOR: ARES OSBORN (SECRETARY 2018-19)

README.TXT

Welcome to the Warwick Tabletop Games and Roleplaying Society 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, Vice President* 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 2018/19)	<ul style="list-style-type: none">● Handover document created from the draft document! c:
2.1	Finnbar (Secretary 2019/20)	<ul style="list-style-type: none">● Added General Meetings section.
2.2	A lot	<ul style="list-style-type: none">● Updating all of the sections to reflect changes in order to handover to the incoming exec.
3.0	The exec 2020/21	<ul style="list-style-type: none">● All event sections updated (the section for each Event Rep and all of the special events section) for 2020/21, including details on how to run online.● The Co-Op section was massively cut down.● President section bulked out a little bit. Also includes more sass than before.● Web Admin section updated with significant technical details on specific sections of the website (previously it just had general details about its running). Also includes significantly more sass than before.● Renamed all instances of Secretary to Vice President, and minor update to the Vice President section.● “Senior exec should...” list added below the “All exec should...” list.

CONTENTS

README.TXT	0
KEY	0
EDITING	0
CHANGELOG	1
CONTENTS	2
ALL EXEC	7
SENIOR EXEC DUTIES	7
ELECTED EXEC DUTIES	8
PRESIDENT	9
DUTY BREAKDOWN	9
YOU REPRESENT THE SOCIETY	9
YOUR ROLE WITHIN THE SOCIETY	10
YOUR ROLE WITHIN THE EXEC	11
YOUR ROLE OUTSIDE OF THE SOCIETY	11
IN CONCLUSION	12
TREASURER	13
DUTY BREAKDOWN	13
RECEIVING FUNDING	13
ORGANISING AND ALLOCATING BUDGET	14
REIMBURSEMENT FORMS	14
MONITORING/UPDATING BUDGET	15
SPONSORSHIPS	15
HOODIES!	15
DICE ORDERS	16
TREASURER APPENDIX A: MONETARY REIMBURSEMENT FORM	18
VICE PRESIDENT (SECRETARY)	19
DUTY BREAKDOWN	19
EXEC MEETINGS	19
1. ORGANISING EXEC MEETINGS	19
2. MINUTING EXEC MEETINGS	20
ROOM BOOKINGS	22
OVERVIEW	22
START OF YEAR	22
REGULAR EVENTS - RECOMMENDED ROOMS	23
BIG EVENTS - RECOMMENDED ROOMS	24
AD-HOC	25
VICE PRESIDENT APPENDIX A: TEMPLATE FOR WEBSITE MINUTES	26
VICE PRESIDENT APPENDIX B: ROOM BOOKINGS	27
COMMUNICATIONS AND OPERATIONS OFFICER	30
DUTY BREAKDOWN	30
THE NEWSLETTER	30
1. WRITING THE NEWSLETTER	31
2. DISTRIBUTING/ADVERTISING THE NEWSLETTER	35
ANNOUNCING OTHER NEWS!	36

MAINTAINING FACEBOOK	37
KEEPING AN EYE ON THE COMMS	38
OPERATIONS SUPPORT ROLE	39
WEB ADMIN	40
DUTY BREAKDOWN	40
MAINTAINING & UPDATING THE WEBSITE	40
MAINTAINING THE DISCORD	45
MAINTAINING THE GOOGLE DRIVE	46
WARGAMES REP	47
DUTY BREAKDOWN	47
GENERAL STUFF	47
INVENTORY	47
WEEKLY WARGAMES	48
TERMLY SPECIAL EVENTS	48
ONLINENINNESS	49
BUDGET	49
HOSTILE TAKEOVER	49
MISC	49
DRAFT (MAGIC: THE GATHERING)	50
DUTY BREAKDOWN	50
RUNNING DRAFT	50
BUYING THE PRODUCT	51
SPREADSHEETS	51
GAMES DEN	52
PLANNING THE TIMETABLE	52
ORGANISING SPECIAL DRAFTS	52
THE FACEBOOK	53
THE CUBE	55
ONLINE EVENTS	55
BOARD GAMES	56
DUTY BREAKDOWN:	56
RUNNING WEEKLY BOARD GAMES	56
BUYING NEW GAMES/ZATU SPONSORSHIP	56
BOARD GAME INVENTORY	57
LENDING BOARD GAMES	57
PRESENCE AT EVENTS	58
IF THE WORLD IS GOING THROUGH A PANDEMIC (OR OTHER CRISIS)	58
CASUAL CARD GAMES	59
DUTY BREAKDOWN	59
PLAYER EXPECTATIONS	59
MEMBER CONDUCT/MANAGING COMPLAINTS	59
SPONSORSHIP/RESOURCES	60
COLLABORATIONS	60
FACEBOOK	60
TOURNAMENTS / LEAGUES	60
TEACHING NEW PLAYERS	60
ONLINE	61
RPGs	62
DUTY BREAKDOWN:	62
THE WEBSITE & FACEBOOK	62

KNOW YOUR GMs	63
BOOKING ROOMS	63
INTRODUCTORY RPG SESSIONS	63
SATURDAY MEET-UPS	64
OTHER SPECIAL ONESHOT EVENTS (HALLOWEEK)	64
BIG RPGs	64
RENTING OUT RPG EQUIPMENT	64
ONLINE	65
LARP	66
DUTY BREAKDOWN	66
RUNNING LARP	66
PLAYER DOWNTIMES/BETWEEN SESSION ACTIVITIES	67
UPDATE/REBALANCE THE UNITY SYSTEM	67
BUDGETING/PURCHASING NEW KIT	67
THINGS TO ORGANISE	67
FIRST AID	67
BAG STORAGE	68
KENILWORTH	68
PICTURE TAKING	68
CONDUCT IN THE WOODS	68
HOSTILE BEHAVIOUR	68
ASSISTANT REPS (GENERAL)	70
INTRODUCTION	70
DUTY BREAKDOWN	70
ASSISTANT REPS (SPECIFIC)	71
HOLIDAY OFFICER	71
IN-PERSON EVENTS	71
ONLINE EVENTS	71
EQUAL OPPORTUNITIES OFFICER	72
WELFARE OFFICER	73
HEALTH AND SAFETY OFFICER	74
DUTY BREAKDOWN	74
HEALTH AND SAFETY FORM	74
INJURIES	74
MINIMISING RISK	74
GRAPHIC DESIGN REP	75
DUTY BREAKDOWN	75
ADVERTISEMENT MATERIAL OVERVIEW	75
PRINTING COMPANIES	75
DESIGN WORK	75
BUSINESS CARDS	76
SOCIETY BANNER	76
A5 GENERIC SOCIETY POSTERS	76
A4 FLYERS (FACTION SPECIFIC)	76
AD-HOC EVENT POSTERS	76
BIG EVENTS	78
BREAKDOWN OF EVENTS	78
WELCOME WEEK	79
PRIOR ORGANISATION	79

BOOKING ROOMS FOR OUR “REGULAR” EVENTS	79
EXEC	80
RUNNING ONLINE	80
SOCS FAIR	81
PRIOR ORGANISATION	81
INVENTORY	81
LOGISTICS ON THE DAY	83
SOCIETY COLLABORATIONS	85
INTRODUCTORY RPG ONE SHOTS	86
PRIOR ORGANISATION	86
LOGISTICS ON THE DAY	87
LOGISTICS FOR ONLINE EVENT	87
PUB SOCIALS	88
BOOKING	88
VENUES	88
BOARD GAME / TABLETOP WEEKENDS	89
PRIOR ORGANISATION:	89
LOGISTICS ON THE DAY	89
TABLETOP EXTRAVAGANZA	91
INTERNATIONAL TABLETOP DAY	92
PRIOR ORGANISATION	92
LOGISTICS ON THE DAY	92
QUIZ	93
AN UPDATE ABOUT RUNNING ONLINE	93
PRIOR ORGANISATION	94
LOGISTICS ON THE DAY	95
LAZER QUEST vs. COMPSOC	96
PRIOR ORGANISATION	96
LOGISTICS ON THE DAY	96
PG BOARD GAMES IN THE DIRTY DUCK	97
PRIOR ORGANISATION	97
LOGISTICS ON THE DAY	97
BIG RPGs	98
PRIOR ORGANISATION	98
LOGISTICS ON THE DAY	101
LOGISTICS ONLINE	102
AFTERWARDS	102
THE ESCAPE ROOM	103
SUPER-PRIOR ORGANISATION	103
FAIRLY-PRIOR ORGANISATION	103
QUITE-PRIOR ORGANISATION	103
ON THE DAY(S)	103
AFTERWARDS	104
MEGAGAME	105
SO YOU’VE MADE THE MISTAKE OF DECIDING TO RUN A MEGAGAME	105
STEP 1: VERY PRELIMINARY WORK	105
STEP 2: ROOM BOOKINGS AND ADVERTISING	106
STEP 3: THE FUN BIT WHERE YOU CUT OUT EVERYTHING	106
STEP 4: NOW YOU’RE THINKING WITH PORTALS RUNNING A MEGAGAME	107
STEP 5: MANDATORY REST BREAK	108

GENERAL MEETINGS	109
AAAAA! GENERAL MEETING (INTRODUCTION)	109
I LOVE DEMOCRACY (RUNNING GENERAL MEETINGS)	109
THE FINAL COUNTDOWN (BEFORE THE MEETING)	109
RELEASE THE HOUNDS (SETTING UP)	110
MOTIONS (IN THE OCEANS)	110
I'VE ALTERED THE DEAL (CONSTITUTION-CHANGING MOTIONS)	111
THE DEATH STAR PLANS (THE POWERPOINT)	111
I AM THE SENATE (THE RETURNING OFFICER)	111
DOOMSDAY (ON THE DAY)	112
MOTIONS	112
EXEC ELECTIONS	112
SPICING THINGS UP	113
THE MASCOT	113
THE AFTERMATH (AFTER THE MEETING)	113

ALL EXEC

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

- Pull their weight
- Perform their allocated duties
- Communicate with the other exec via the Exec Discord server
- Attend exec meetings
- Attend any relevant training that the SU provides at the beginning of the year
- Represent their part of the society at various events (e.g. societies fairs, tabletop weekends)
- Propose new things for the society to do
- Have fun!

SENIOR EXEC DUTIES

Senior exec (President, Vice President and Treasurer) are required roles by the SU and are thus also expected to:

- Keep an eye on members of the society and just be aware of how things are running as a whole.
- Attend the termly Socs Council run by the SU.
- Help information from the SU reach the rest of the exec, as any SU policy changes reaches the senior exec first through the Socs Council meetings.
- Exceptionally help out other exec members where required.
- Ensure that exec follow the information in this handover doc, and in the Bonus Handover Document. They should also update it when necessary.

ELECTED EXEC DUTIES

PRESIDENT

NIGEL HEATHCOTE 2016-19
CALLUM MARVELL 2019-20
FINNBAR KEATING 2020-21

DUTY BREAKDOWN

- **Represents the society and oversees all of its activities**
 - Thus should be involved in every part of the society in some way
 - Assists in running events where needed
- **Ensures every exec is fulfilling their duty**
- **Makes executive decisions** on matters that are time-sensitive, that don't require exec discussion, or that are a point of conflict amongst the exec
- **Is the principle contact point between the Society and the SU/University**
 - Principle respondent to SU communication
 - Responsible for any collaborations with the SU/University, such as Postgraduate Board Games
 - Represents the society at the termly Societies Council.
- **Is the principle contact point between the Society and other Societies**
 - Is responsible for any collaborations that may be made (though may delegate this to other exec where appropriate)
 - Is responsible for inter-society events, such as Laser Quest vs Compsoc

YOU REPRESENT THE SOCIETY

As the President, you represent the society both inside and outside of it. To this end, a key part of your role is about being welcoming - you may be surrounded by members who have been here for years and know everything there is to know about all that the society offers, but you will also be interacting with newer members and people who aren't even members (e.g. exec from other societies who are looking to borrow equipment, for example). You need to be friendly to those people so that they can get into the society and have a wonderful time without feeling like they're being judged or looked down on. These members could end up being future players in future games, or even future exec!

In order to lead effectively, you also need to know what is going on within the society so that you can help improve it or point questioning members to exciting things they might enjoy. This does not mean that you have to be involved with everything that is going on - delegate as much as you need to, whether that is to reps or Co-op Officer! (Yes, I know that Finnbar saying this is a big statement, but don't @ me.)

@finnbar.

Knowing what is happening in the society is also key for navigating the information that the SU gives out. At Socs Council events and similar, the SU will likely announce new initiatives and/or key deadlines for Fun Society Paperwork. This should of course be liaised with the rest of your senior exec and any relevant reps, but having an idea of what events might be affected is important.

The rest of the sections talk about tips for your work inside and outside of the society.

YOUR ROLE WITHIN THE SOCIETY

Within the society, your job is to help the rest of the exec with the running of their events while being a friendly face. You should be focused on the society as a whole, rather than solely focusing on your favourite weekly events - but that does not mean you have to become an expert in everything that we have to offer! That's the job of each of the reps. That being said, there are many things you can do to help out your reps, which are listed below.

- 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.
- You 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.
- Keep an eye on special events being organised. If they're using a separate Discord server for organisation, for example, join it (if it's spoiler-free enough) to make sure that those involved get

the support they need. Make sure to bring up the event at exec meetings (liaise with the Vice President, as always)

There are also a few special events that the President tends to organise, which are listed below. There's more about these events in the Events section of this document.

- International Tabletop Day with the Medic Games Society
- PG Board Games in the Dirty Duck (SU Collab)
- Laser Quest vs. Compsoc

You may also find yourself involved in collaborations with other societies from time to time, as you're a key contact at the society - consult the Society Collaborations subsection (in the Events section) for details of this.

YOUR ROLE WITHIN THE EXEC

As the overseer of all that is happening within the society, you should make sure that every exec is pulling their weight and runs their part of the society effectively, or at least gets help with their exec work if they are temporarily unable to run their part of the society. Remember that everyone in the exec also has a degree of some kind to worry about, but they should still keep their part of the society running and aim to complete their AGM manifestos. To that end, here are a few points to consider.

- 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.

Don't forget to also encourage innovation in your role - whether that is proposing and helping with new special events, trying out different timings for some of our existing special events (e.g. moving the first Tabletop Weekend of each term earlier to improve uptake from new members) and improving our online offerings (thanks, pandemic).

YOUR ROLE OUTSIDE OF THE SOCIETY

The SU requires a number of things from societies, which you will be required to do / produce along with the rest of the exec. Liaise with the rest of the senior exec about this.

At the start of the year, you'll be expected to hand in a number of society documents. For 2020, this was provided as a Society Handover pack, including: an Exec Sheet (who's the exec and how do we contact them), Annual Risk Assessment (talk to your Health and Safety Officer), Constitution (which you should have ready from the previous AGM, just need to update the President at the bottom), Memorandum of Understanding (a signature confirming that you agree to the stuff that the SU does) and an Inventory (good luck). This can of course change from year to year at the whims of the SU, but the key point is that you need to keep an eye out for this. The SU usefully only seems to use Facebook for communicating everything important, although they have got better at emailing in the past few years.

I can guarantee you that the last half of that sentence is the only positive thing said about the SU in this document.

The other thing that the SU uses to convey information is the Socs Council. (Note: they might have renamed it, but there hasn't been one this year so I'm genuinely unsure which name it has at this point.) Here are some facts about Socs Council from when it did run.

- 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 the Vice President to make sure the info is disseminated during the following exec meeting.

In general, the advice remains the same - make sure that your senior exec are keeping an eye out for communications from the SU. Even if it's via (shudder) Facebook.

IN CONCLUSION

Be a fun and welcoming member of the society, but don't forget to help out the other exec as best you can to deliver the great events we provide. Also please delegate.

TREASURER

NATHAN MARKS 2018-19

BENJAMIN MCRAE 2019-2021

DUTY BREAKDOWN

- **Is responsible for the society bank account**
 - Oversees the budget by allocating spending amounts to each faction of the society and making sure they don't overspend
 - Approves or declines purchases from the other exec members
 - Approves online monetary reimbursement forms when purchases have been made
- **Is responsible for organising the application for the start-of-year society grant from the SU**
- **Is responsible for sponsorships:**
 - Looks for new sponsorships
 - Makes sure our ongoing sponsorships are upheld
- **Is responsible for any merchandise sold by the society:**
 - This includes, but is not limited to: society hoodies, society dice, and pin badges
 - Responsible for liaising with the SU to set up order forms
- **Is responsible for overseeing the ticketing and budgeting for any big event the society might run**
- **Is responsible for any fundraising the society might choose to do;** this includes fundraising for charity or for the society itself.

RECEIVING FUNDING

- Shortly after you take the position the SU will release a society budget form asking about how much money numerous types of purchases will require. Old forms should be in the Treasurer folder under an appropriate name (search for terms "grant" and "budget").
- 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 proof of purchase for each monetary request as the SU will want proof of a typical purchase. Eg. we asked for £X.XX for BGs and uploaded a screenshot of a random amazon board game we owned to show a typical price.
- Prepare the factions for the concept of getting less money than they want - sometimes the SU has less money to go around.
- Additionally, we have tried to get sponsorship in the past, but companies are either slow to reply or never reply at all - don't take this personally.

- In 2020's case, it was much, much later - in term 1. Please try and get the budget out of the way ASAP, so that there is no chance of being late.
- Additionally, when they move the money over, there may be a period of time where there is very little money in the account, and it seems that the only money present is from recently. This is expected, as they clear the accounts at the beginning of each year.

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.
- There should be a Sheets document in the Treasurer Trove called "Expenditure Tracker". Get the latest one of these, make a copy of it, and clear any year-specific data out of it. You can then use this to keep track of the Society's finances, as well as let people record when they request money for something. Make sure to get people to fill out this form when they ask for money. You can set it up so you get notifications when modifications are made - this is a good idea.

REIMBURSEMENT FORMS

- This will be the majority of your role for the year.
- Nowadays the majority of monetary transactions will be done entirely through a rather self-explanatory online form.
- When someone submits a form in this way they have to submit evidence. Review the evidence, and if you think it is sufficient, approve it to pass it on to the SU, who may or may not submit it depending on whether it is within regulations and the evidence is clear.
- I have only ever needed to fill out one paper monetary request form - try and bake this good practice in.
- Upon any form of a transaction involving society money either as a payment or reimbursement, you will have to fill in a reimbursement form (see the end of the 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 the end of the 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.
- Make sure to semi-regularly check the forms, as occasionally they are sent back for being incorrect. In this case, notify the person at fault, and approve the fixed form.

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.

SPONSORSHIPS

- Sponsorships are 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 to 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
- Unfortunately, this is all I (Nathan) can speak on the matter as this is where I (Nathan) 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. Benjamin has also found this tricky - companies are reluctant to respond, in my experience.
- There is a document named "The Who's Who of Tabletop Relations" which details our society's relations with other organisations. Using this as a way to keep track between the years of our relations with other organisations is a good idea.
- For some reason, someone other than the Treasurer handles the Zatu "sponsorship" - either the Pres or the board games rep. When it comes to the Zatu sponsorship and the discount code that comes with it, make sure that the code stays up to date since it does expire. Currently it is STU99

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! In extreme circumstances, you can order to an exec member's house, but this is really not preferred as hoodies take a lot of space.

Order process:

- We order our hoodies through Bananamoon, normally. 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.
- Don't be afraid to look into alternatives. Bananamoon has recently increased prices or otherwise changed the system, so it might be necessary to look elsewhere.

Hoodie Details:

- There is a document in the Hoodies folder named "Usual hoodie details and tips and tricks" which contains many details for hoodies, as well as past order details - use that document as the gospel when it comes to this.
- 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. In the past, we've included an (embroidered) small version of our logo on the hoodie above the text here.
- Back: print of a white-out version of our logo. This can be found in the google drive. In the past, we've discussed adding "EXEC" to the bottom of these. So long as we retain the exec exclusivity for the colour purple, this will not be required.

DICE ORDERS

Chances are you won't have to go through this, but if you find yourself in the position that dice (or nice dice at least) numbers for membership are dropping, then you may have to order some new ones. In 2020, the dice orderer that we seemed to have used in the past completely failed to answer any call or email, so the treasurer at the time went with a manufacturer from abroad. We ordered from Chessex,

and the total cost was around £190 for 300 dice. While a bit pricey potentially, it's useful to have the extras. Try and get a variety of different colours, and try make an event out of it so people know that the dice exist and that they should get membership! The image used is called "vector_logo_black_final_simple_square".

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						£ Amount	
Please attach supporting documentation as evidence of purchase Credit card receipts are not proof of purchase							
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	

VICE PRESIDENT (SECRETARY)

ARES OSBORN 2018-19

FINNBAR KEATING 2019-20

ANAKIN NEWBIGGING 2020-21

DUTY BREAKDOWN

- **Books rooms** at the start of the year, and ad-hoc as needed throughout the year
- **Organises, runs, and minutes exec meetings**
- **Takes responsibility for various admin duties within the Society**, including but not limited to:
 - Maintaining the society google account in cooperation with the Web Admin, including the drive and calendar
 - Applying for the Societies Fair table
 - Assisting the co-op, web admin, and faction exec in keeping our various social media outlets up to date (Facebook page and groups, website, and Discord)
- Alongside the President, should represent the society at the termly Societies Council
- **Is responsible for organising and running the termly Quiz**
- **Is responsible for organising the AGM in Term 2**, and any EGMs that might happen.

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 Vice President (as you are running the meeting) and the President, then any other exec members who are tabling a discussion. [If the Vice President 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 Vice President, 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 the Doodle to the exec as a whole.** Do this by putting the link in the Discord in #exec-meetings, but also make a facebook post on the exec group as the link can get buried in the chat. Also set a deadline of a few days later so people are encouraged to do the Doodle.
- 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. You should prioritise the focussed exec!

- e. **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. In the case of running meetings online, you can basically skip this and use the exec-meetings voice channel on discord (other applications are available).
- f. **Give out the final date/time/room to the exec** - post it in #exec-meetings on the exec Discord, and change the channel description to reflect the arrangement.
 "Exec Chat [NEXT MEETING: [date] [time] [room]]"
 I.e. "Exec Chat [NEXT MEETING: Thu 5th Jan 1600 S0.11]"
- g. Once the meeting is over, change the channel description to "Exec Chat [NEXT MEETING: Week x]"
- h. Make sure to remind everyone on the day about an hour prior. It's easy for the meeting to slip people's mind.

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. You can split the discussion and actions into different sections to make it clear what needs to be done before the next meeting. It's of course up to you as to how and what you write, but being able to review the notes for completed actions is certainly helpful!
 - iv. At the end of the meeting, ask the exec to suggest any topics for the 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 now on <https://www.warwicktabletop.co.uk/minutes> which is very cool and convenient.
 - 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 write the minutes with the slides viewable on the side, so turn the note form of the slides into full sentences with context for the minutes. You can see the format of the website minutes from previous posts on the forum, or in the Appendix.
- iv. Pester the Co-Op Officer after each meeting to include the minutes in the newsletter. 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!

Pro Finnbar Tip: in 2019/20, I made a timetable in the days leading up to room bookings opening based on what rooms were currently booked. This led to some very good bookings for Wargames, Draft and CCGs (as rooms that were free all term were easily identified), so I'd recommend it *even if student admissions decide to book something the evening before to ruin my board games plans*

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 the 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! (Indy, if he's around). They opened mid September for the 2018/19 academic year and 2019/20 academic year.
 - They opened at 8am in the 2019/20 academic year. Prepare for regret.

- 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/wrb1920/default.aspx> is the link for 2019/20 - change the 1920 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 absolutely must 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. In 2019/20, Finnbar had such difficulty getting good board games bookings that other exec had to do the rest of the bookings (which ended up being significantly easier).

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, equipment stored here.
B2.02	60	Larger, still good.
B2.04/5	60	Also good, moving things from B2.01 is a bit of a drag.
R0.03/4	40	Large, but far away, suitable if the above are not available.

Draft:

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

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. **Make these bookings first.**
- 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.

VICE PRESIDENT 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*

Introduction

Exec Present

[list]

Exec Absent:

[list]

Orders of Business:

[list]

Content

Reminders/Updates

1. **Title of reminder** - content of reminder

1. TOPIC TITLE

[Freeform discussion of topic. Can just be a list of points with actions, or actual paragraphs of text.]

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

Next Meeting

[any general comments, such as when it'll be]

1. topic (exec to be focussed)

VICE PRESIDENT 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 AND OPERATIONS OFFICER

FINNBAR KEATING 2018-19

LUKE SCRIVEN 2019-20

ARES OSBORN 2020-21

NOTE: this section used to be a lot, lot longer¹. If you wish to read Finnbar's ramblings² (including a guide on how to be funny), please view a pre-Version 3 version of the handover doc.

DUTY BREAKDOWN

- **Writes and promotes the weekly newsletter**
 - Publishes it to the website, cross-posts it to the Facebook page, and announces it on Discord
- **Makes separate promotions/announcements of any news** - e.g. new timetables, special events - to the relevant places (Facebook page/groups, Discord announcements channel)
- **Acts as support role for any big events that need an extra hand to organise** - e.g. the Megagame, the big RPG, the Escape Room, the AGM
- **Maintains the main Facebook page, and helps maintain the individual Facebook groups** alongside the relevant reps
- **Keep an eye on the society's communication channels** - the email, Discord, and the Facebook page inbox
 - Delegates the answering of messages to those who are most knowledgeable (and makes sure they answer them) - i.e. Wargames-related questions should be answered by the Wargames rep.

THE NEWSLETTER

Being the newsletter-creator involves 2 steps: writing it, then distributing/advertising it.

NOTE: you don't need to reinvent the wheel if you don't want/need to! Go look at some past newsletters for inspiration and advice on how to do things!!

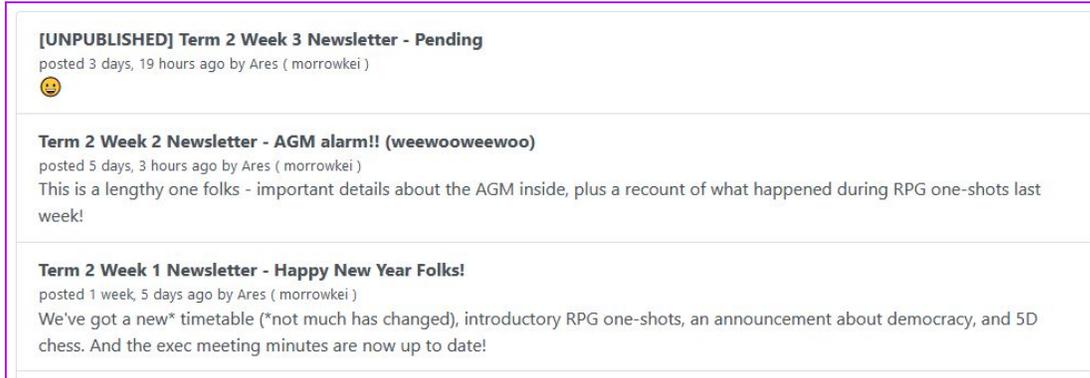
¹ Sorry Ares (from Finnbar)

² A polite way to say that brevity was not my forte and still isn't (also from Finnbar)

1. WRITING THE NEWSLETTER

Creating, saving, editing:

- The newsletter is written on the **Tabletop website** -> <https://www.warwicktabletop.co.uk/newsletters/>
- **Published and [UNPUBLISHED]** newsletters are shown here - only you and other exec can see the [UNPUBLISHED] (i.e. draft) newsletters.



- When you're logged in, you'll see a big **"create a new newsletter"** button at the top, which will create a new draft and catapult you into the newsletter editor.



- When in the editor, there is a **"Is published?"** check box at the bottom, before the "Save" button. Only tick this when the newsletter is 100% ready to publish, as when you then click "Save" the newsletter will be published AND emailed out to the mailing list.
 - Once a newsletter is checked as published, it won't re-email everyone if you go back and edit it.
 - Saving without checking "Is published?" will just save it as a draft.

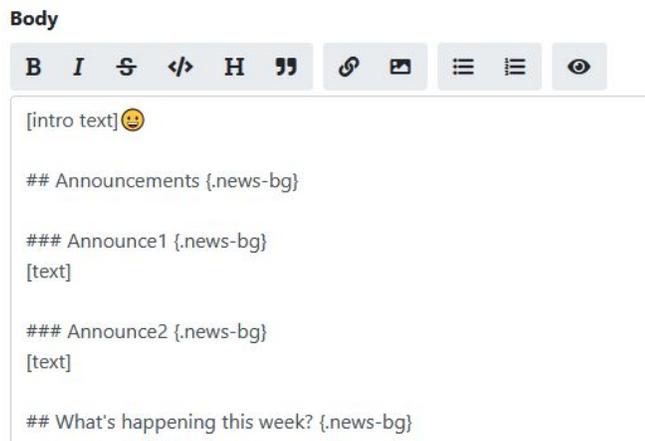


- To go back to a newsletter you need to **edit**, click it on the main newsletter page, then hit the "edit newsletter" button to the left of the page.



The Editor:

- When you create a new newsletter and enter the editor, there will be a **template** set up ready for you.
 - This includes the main section headings, some standard text content, the links after sign-off etc.



- If you want this template updated (e.g. if you want your standard sign-off added), talk to the Web Admin!
- The newsletter is formatted in **markdown**, so you'll need to learn some of the basics (i.e. look at this basic guide here:)
 - There are some editing buttons at the top that let you bold, italicise, strikethrough, insert a link or image etc that you can use as shortcuts.
- There are also some **"special" tags** that you will/can use for certain elements. These have been set up by the Web Admin (if you want more, ask them).
 - `{news-bg}` highlights the main headings (`##`) in purple, and subheadings (`###`) in lighter purple.
 - `{news-width-full}` bypasses the standard formatting of an image being half-page-width and makes it full-page-width (useful for images that are long and skinny)
 - `{news-width-x}` (where x is an integer from 1-5) sets the width of an image to be 100-500px respectively (i.e. `{news-width-1}` sets the width to 100px).

Newsletter Content:

- The **title** is formatted **Term x Week x Newsletter - Title Goes Here**
 - The title should be fairly short and punchy
 - If there's something particularly important in the newsletter (e.g. AGM information), use that as the title.
 - If there's nothing important, just use something interesting or funny related to what happened that week e.g. "we're all goblins now"
- The **subtitle** is a bit more flexible:
 - I've used this either to add something amusing ("The Gender Cube is Coming") or to list what's actually contained in the newsletter ("We've got a new* timetable (*not much has changed), introductory RPG one-shots, an announcement about democracy, and 5D chess. And the exec meeting minutes are now up to date!")
 - You should probably adopt a more consistent format and use it for the latter, but that's up to you!
- **Length:** it is important that the newsletter is not too long.
 - The newsletter has had problems in the past where it has seemed somewhat intimidating because of its length, partially because it has just looked like a massive wall of text.
 - We've mitigated this by adding sections and big bold titles for each section, but you should still avoid writing so much that it becomes a chore to read, unless of course there's a lot of information for something exceedingly important (e.g. the AGM).

The newsletter is broken down into **several sections:**

- **The introduction:** a sentence or 2 to pull people into the newsletter
 - A joke, or a highlight of what important information is coming up, it's really up to you.
- **Announcements:** these are really important!
 - Each announcement should be in a separate subheaded (###) section
 - If it's an event, the date, time and location should come in bold shorthand first.
 - You should also, where possible, add an image to illustrate each announcement (especially for an event - talk to Graphic Design about creating posters for events).
- **What's happening this week?:** a short breakdown of what's going on this week
 - There should be a bulleted list of date, time, event title, location for each weekly event PLUS any special events happening that week, and some short info (e.g. link to an event page) where necessary. Nothing too long!

The newsletter survey highlighted that this section sometimes gets a bit buried. In order to counteract this, I'm going to be creating a timetable style graphic for the week (but the bulleted list should still remain for accessibility purposes).
- **What happened last week?:** you can get a bit more prose-like and fun in this section! This is the place to chat about what's happened in the past week:
 - funny highlights from weekly events
 - descriptions of any special events
 - If an exec meeting has happened, you should try and link any new exec meeting minutes (and highlight important info from the meeting) here.
 - Don't be afraid to go a bit wild with pictures (photos or screenshots).
- **Sign off:** a short little bye bye! to finish out the newsletter.

- During the pandemic, mine has been “Wash your hands, stay inside, and come play some games with us (online) <3”
- Then a FROG or something fun! (this is optional, but recommended. A personal touch is nice - it’s up to you whether it’s frog-related or something fresh and new).
- Then you should have your “credentials” i.e. Ares Osborn (Communications and Operations, funny statement here) *@dovahbutt#7544 on Discord e.osborn@warwick.ac.uk*
- And these will then be followed by all of the links and sponsorship info at the very end.

Wash your hands, stay inside, and come play some games with us (online) <3



Ares Osborn (Communications and Operations, about to go make some soup)
 @dovahbutt#7544 on Discord
 e.osborn@warwick.ac.uk

Subscribe to this newsletter!

Society Website
 Society Facebook Page
 Society Discord Server Shortlink: xdBZnYQ

Wargames Facebook Group
 Draft and Casual Card Games Facebook Group
 Board Games Facebook Group
 RPG Facebook Group
 LARP Facebook Group

We're sponsored by Zatu Games!



Use the code STU99 at the checkout to get 5% off your purchase!

Newsletter Content 2: Images Boogaloo

- You might have noticed that markdown requires you to have **an image url**.
 - Don't worry, we have hosting for that!
 - Use this link to upload any images you want as assets:
<https://www.warwicktabletop.co.uk/admin/assets/asset/add/>
 - When you then view the image, you'll be able to grab its url from your url bar and paste that into the newsletter.
- **Important accessibility side note:** you'll also notice that a markdown image is formatted like so:
 - The bit in the square brackets is the alt text - i.e. what will be displayed if the image isn't loaded, or what's read out by a screen reader. Remember to put a concise description of what the image contains in those square brackets.

2. DISTRIBUTING/ADVERTISING THE NEWSLETTER

The newsletter needs to be published on the website (which emails it to the newsletter mailing list), but it should also be reposted in full on Facebook, and it should be announced on Discord.

Website:

- I talked about the little “Is published?” button earlier. When it’s ready to publish (on the Monday of the week the newsletter is for), check that button and then Save.
- This publishes the newsletter on the site so that everyone can view it, pops up a notification to people on the website, and then emails it to all the people subscribed.

Facebook:

- You need to post the newsletter (in full) on the Tabletop PAGE
- To do so, there’s a handy “Text Only” button on the newsletter - go onto the newsletter on the site, and click that button on the left hand side (it’s below the Edit button)
- You can then copy paste this directly into Facebook, and do a few edits:
 - Facebook formatting options are almost non-existent. Instead, I use emojis around titles, and as bullet points, to break up the info (see past posts for examples of this).
 - You need to remove the lines that say “Image: whatever” (i.e. the text placeholder for images).
 - You’ll probably need to remove some markdown stuff i.e. ** around bold text, _ around italic text (this won’t render in Facebook, no matter how much you want it to)
 - You’ll need to paste the images into the post as well. You can just copy-paste them directly from the newsletter rather than uploading them all over again.
- There’s no need to then distribute it to the individual groups, unless there’s something very pertinent to one of the factions in there.

Discord:

- This one’s nice and easy. You just need to make a tiny announcement in Discord to give people a heads up that the newsletter exists.
- Here’s an example:



- :newspaper: **This week’s newsletter is now published!**
Description of what it includes (+ some relevant emoji)

Read it here: <link>

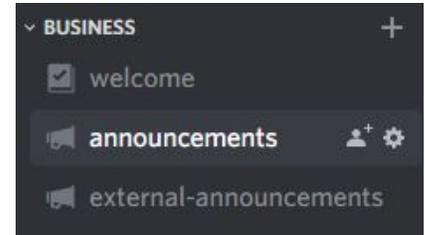
ANNOUNCING OTHER NEWS!

Sometimes there's News that needs announcing. This is a really important part of your role! Aside from the newsletter, we announce news on 2 platforms: (1) Discord and (2) Facebook

Discord

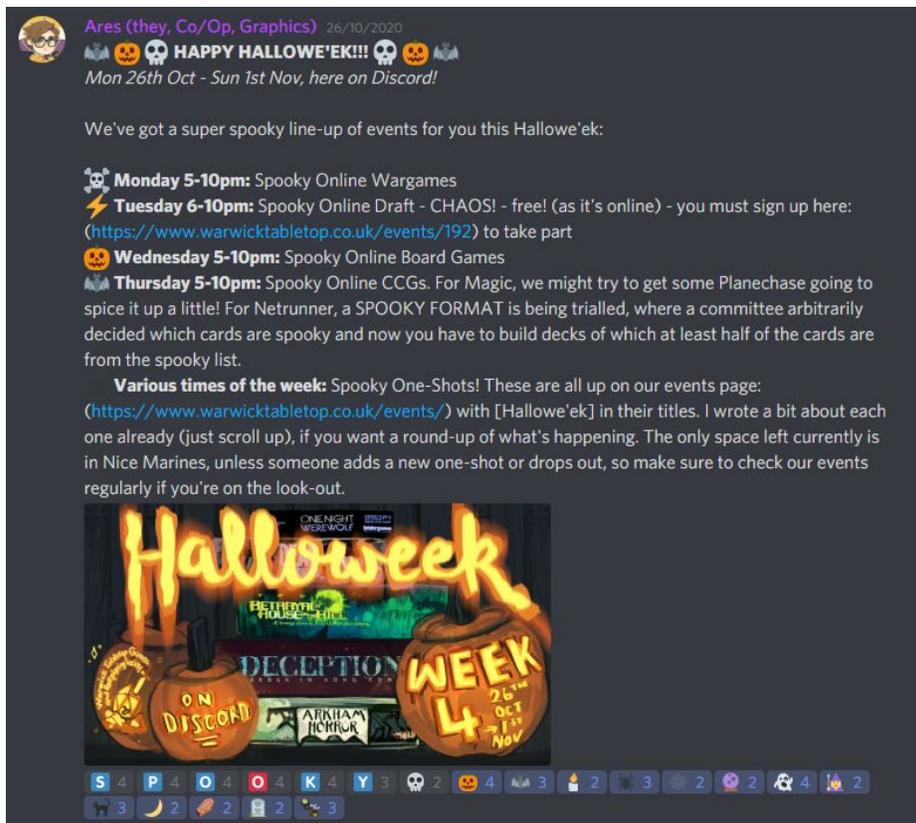
- The **#announcements** channel is your playground!
- There's some **formatting** you should generally try to adhere to:

:emoji: ****TITLE**** :emoji:
Date, time, location (if necessary, i.e. for events)
<link, if necessary>



Description goes here. Make sure to ****bold**** any important info, use paragraphs to break info up, and put all links in <> tags so that they don't appear as attachments.

- Remember to **attach an image** before sending the message if applicable. You can only attach one image per post, but you can paste any extra images in new posts underneath.
- You can generally just **copy-paste** whatever you've written about said thing in the newsletter, with a few adjustments to make it work on Discord.
- Don't forget a liberal sprinkling of **emojis!**
- Remember to **pin!!!** (and unpin any old stuff)
- Here's a good **example** for you:



Facebook

We announce a bit less news here than we do on Discord, purely because Facebook is used less ('caus it sucks).

The main type of news we put here is Events.

- Most events can be made on the main Facebook page then shared amongst groups, unless they're specific to only one group (e.g. a MtG draft event).
- In creating an Event, remember to:
 - 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".
 - There's an option for ticketing - if you need someone to sign up on an external page (such as our website, or the SU's website), paste a link in this.
 - Write a description. You can often copy-paste what you've written in the newsletter (edit where relevant). Remember to highlight any pertinent info, such as if someone must sign up to said event on our website.
 - Remember to set the time and date.
 - Add a nice picture. If it's got a custom poster already, use that, otherwise just grab a relevant picture.
- Then share the event to any of our groups that are relevant
 - For Tabletop Weekends, for example, this is every group
 - If it's RPG one-shots, then share it to the RPGs group).

Some things aren't events and therefore need a regular old post

- This includes stuff like the start-of-term timetables.
- This is pretty self-explanatory, just make sure to format as best as you can without actual formatting options (use emojis and caps for titles)
- Then, as above, share to any relevant groups.
- On pinning and announcements:
 - The Facebook page can have one post pinned to the top of it at all times. This should be the current timetables.
 - The Facebook groups can have multiple announcements, with the most recent one being displayed (and you can click through to see the others).
 - Announcements should be the current timetable, and any other important info (e.g. a "How to Draft" post on the Draft/CCGs group).
 - Remember to go through these every once in a while and un-announce old announcements that are no longer relevant, like old timetables.

MAINTAINING FACEBOOK

- You should take an active role in making sure stuff is posted to Facebook, like announcements and events.
- You should make sure relevant info is pinned/marked as an announcement.
- Just make sure everything is up to date and clean!
- That's about it to be honest.

KEEPING AN EYE ON THE COMMS

We have 3 main platforms for direct communication with the society: (1) the email, (2) Facebook messages, and (3) Discord.

Email access:

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

Facebook access:

- 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
- Note on Facebook messages: the sender will get an auto-message that says the inbox has received their message and that they should join our Discord to ask their questions there. Just be aware that if they have joined Discord, their question might have already been answered there by the time you get to the inbox.

Answering email and Facebook messages:

- 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!

Discord:

- You have no special requirement to answer messages on Discord that aren't specifically addressed to you, but you might want to make sure you keep an eye on communications there and make sure member's questions don't go unanswered.

OPERATIONS SUPPORT ROLE

- As of the AGM2020, the Communications and Operations exec now serves as a supporting role in the running of inter-faction events such as the megagame or the escape room.
- This means closer liaison with the “big 3”, attempting to lighten the heavy burden that these events can place on those roles.
- You should offer your support to big events when you are available, and be prepared to specifically be asked to do support tasks by the main runners of the events.

WEB ADMIN

ASH BRENT-CARPENTER 2018-19 (SECTION WRITTEN BY FINNBAR KEATING,
COMMUNICATIONS OFFICER 2018-19)
THOMAS BRUCE 2019-21

DUTY BREAKDOWN

- **Maintains and improves the society website**
 - Facilitates suggestions from exec and members as to how the website needs modifying
 - Facilitates bug-reporting and squashes any bugs that pop up
- Works with various exec and members to **ensure the website is updated with appropriate content.**
 - Ensure Events are correctly updated and archived appropriately
 - Ensure the timetable (and associated google calendars) are kept up to date
 - Ensure that static pages are kept accurate
 - Manage the moderation of the forum, including spam removal and pinning
 - Deal with data requests, and account requests
- **Leads the management and moderation of the Discord server**
- In cooperation with the Vice President, **maintains the society google account, including the drive and calendar.**
- **Maintain oversight of society GDPR compliance**

MAINTAINING & UPDATING THE WEBSITE

Maintaining the website has an interesting challenge of requiring you to juggle many different websites, each responsible for one aspect of the website. Hopefully, after reading this guide, you should have a little more idea where to look for each different problem that may pop up over time.

Your Friendly Local Development Environment

The entire website codebase is stored in an organisation Github repository found at <https://github.com/WarwickTabletop/tgrsite>. The outgoing web admin should give you edit access to this repository. The first thing you should do is read the README.md, which contains all of the 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 prod.

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 it 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. It is currently set up to reject any direct pushes, so each time you want to deploy you should create a pull request. The pull request currently prompts you to get someone else to test and sign off on the pull. It is a good idea not to override this feature. In order to do this, you should find some other friendly programmer (or a couple) to act as a sanity check for any changes, who can be given Triage or higher permissions on the GitHub.
- **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. If there are any issues setting it up, I'm sure the outgoing web admin will have some additional advice (there are still a few gremlins when initially setting up...)

Also in the GitHub there is the issue tracker. This contains currently known issues and feature requests. It is a good idea to try keeping on top of these. You will, however, need to constantly remind people that it exists, as very often I'd see nothing on there and assume it's working, only to find out that people have all sorts of requests that they never bothered to tell me about.

The Webservice

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. One common trap is we are on the EU site, not the US one, which is completely separate (google finds the wrong one). Double check this if your logon stops working for no reason.

PythonAnywhere provides a file browser, and I'd recommend you spend a little bit of time poking around to get familiar with the layout. A few important directories to be aware of are as follows:

`~/tgrsite/`: This contains the stable branch from which the site runs. Most of these files are typical django files and modules. If this is still unfamiliar, I'd strongly recommend you go and read the django docs.

`~/tgrsite/STATIC/`: This contains the resources for the styles and other miscellaneous assets for the website. It is served from the url `warwicktabletop.co.uk/static/...` This is automatically populated from the `static_resources` folder in the git each time the update routine is performed. It is currently full of old assets referenced by old versions of the website and some of the older pages, but at some point once the storage is getting full you (or one of your successors) may want to clean it up a bit.

`~/tgrsite/MEDIA/`: This contains all the resources uploaded to the website from within the admin panel (or potentially from the user side if that ever becomes a thing...). It is served from

warwicktabletop.co.uk/media/..., but should be more or less self managing. More detail on this in the section on the admin site.

~/top/: This is for a very small number of files served from the top level of the website (warwicktabletop.co.uk/...), namely the fallback favicon.ico and robots.txt file. Be very careful about putting files in here as if it conflicts with a dynamic page strange stuff may happen.

~/tgrsite/tgrsite/local_config.py: In here lies all the configurations that are deployment specific. In here you will find sundry passwords, secret keys, and the like. **Keep this file safe**, as it can cause all sorts of issues if it is leaked! If you need to make any system configuration that differ between test and deploy, this is the main file to look at keeping it within.

Updating the server is achieved in three simple steps. First, visit the Consoles tab, and select a bash console. If it is a new console it will display the following message a couple of times: "Hi! Remember to workon tgrvenv." Fret not! This cryptic message is not an admonishment of your work ethic, but instead a hint that you need to run the bash command workon tgrvenv to tell python to use the correct environment. After that, navigate to ~/tgrsite/ and run git pull. This should fetch the changes from the stable branch of the GitHub.

Next, from the home directory, run the script update.sh. This should run several django tasks to update the deployment to reflect any changes made. If prompted, answer yes to any confirmation prompt. If you have added any more dependencies to the project, this script may fail, so be sure to install them on the server first as you normally would using pip.

Finally, close the bash terminal, navigate to the Web tab and click the big green Reload button. This will push any changes to the live site, clearing the compiled python scripts and making the website reflect the changes requested. Be aware that in the brief time between the completion of the update script and the pressing of the reload button, the database and the website may be using different schemas. While in the vast majority of the time this won't cause any problems at all, if you are making significant schema changes, you may want to utilize the password protect feature (available on the Web tab) to prevent people being able to access the website over that short window.

Also on the web tab can be found the logs. It is a good idea to frequently pay attention to what is making its way into the logs. The error log is the main one to monitor, as it can tell you if there is an error being generated by your code, as well as catch many broken links in pages created dynamically when they generate a 404. Unfortunately, you will also get a large amount of 404s generated by crawlers still accessing pages that haven't existed for years, and wannabe hackers determined to find a non-existent php file. (You can also ignore any *OSError: write errors*, they are generally caused by a client timing out and not a server issue).

Finally is the daily task found on the Tasks tab. This is currently set to run at 6 minutes past midnight. This calls the django management task daily. You can use this task to run any regular task outside of the website request context. You can find the corresponding script in the project here: <https://github.com/WarwickTabletop/tgrsite/blob/master/templatetags/management/commands/daily.py>. Currently, it is used to send the daily summary mailings, but feel free to add other tasks here. The only restriction is that the whole task shouldn't take more than 33 minutes of compute time, as you'll end up in the tarpit (See help here: <https://help.pythonanywhere.com/pages/WhatAreCPUSeconds>).

The Registrar

Our DNS records are currently managed through gandi.net. When receiving this during handover, you will need to contact the outgoing web admin for instructions, as gandi puts some strange requirements on accounts that make handover unnecessarily difficult. I would write a guide here, but the handover to me was definitely wrong and until I do it I'm not sure what correct actually is. So, consider writing this paragraph to be part of your homework after you gain control...

The most important thing you need to remember to do is pay them. **The domain renews around June and is NOT set to auto-renew.** Make sure you check around then as all the reminder emails all end up going to unmonitored email. Maybe another thing to fix at handover...

The only other thing you should regularly have to do is monitor the email accounts also hosted on gandi. There are two of these, one used to send emails automatically from the website, as well as one to act as admin when proving ownership of the domain. Very few emails end up in either but it's good to check occasionally. Finally, the www prefix forwarding actually happens here, so if you have any issues with redirect loops, this is a place to check. One other potential issue to be aware of is that <https://warwicktabletop.co.uk> uses a different SSL certificate to <https://www.warwicktabletop.co.uk>. At the moment this isn't an issue, but if you ever consider HTST you need to be aware of this!

The Admin Site

And finally, we get to the main tool you have control over. You have the power to change most things here, so you may need to rewrite this section next year. Anyway, as it stands there are a few bits and bobs in here to be aware of. The first is to be aware of the **Authentication section**, and Members section. This allows you to see many details about the users that exist on the website. DO NOT ABUSE THIS! Seriously, accessing this section is no joke. The main reasons to use this is if you find spammers or need to delete someone in order to satisfy a GDPR request (there is a GDPR training course on the Warwick Moodle, I'd recommend you take it, as you are notionally in charge of its compliance). The other time you will use this is at changeover, it will be your responsibility to remove any outgoing exec accounts' *staff* status, and move their group membership from 'exec' to 'ex-exec'. This will update the badge next to their name, and remove the privileges afforded them as execs. The incoming execs should conversely be granted *staff* status and membership of the 'exec' group. You will note some other groups that should be moved to the holder of the respective roles within the exec. They are all named to reflect the permissions they grant, so this shouldn't pose too great a challenge.

Secondly is the **Pages feature**. This is used to create web pages that don't rely on information within the database, like our privacy policy and FAQ. Editing one of these presents a set of entry boxes that allow you to input raw html or markdown into the various regions of the webpage. There are existing styles in use throughout the website that I'd recommend you attempt to mimic to minimise the design discrepancies between static and dynamic pages. Further, to allow a small amount of dynamic content in these static pages, a sidebar widget feature has been implemented. These allow you to add predefined dynamic boxes to the sidebar of the website. Currently there are only a couple types of widget, but adding more is easy from within the code base.

Thirdly is the **Navbar section**. After a period of irritatingly regular requests to change a link in the navbar, requiring me to create yet another pull request for the change of 7 characters, I transitioned the navbar away from a static template to one generated from the database. This means that changing the

navbar is now relatively easy. Options to create either a simple link, or a drop down menu are available. The main gotcha is the sort index number present on both options, which should be unique between both drop downs and links (although sub links of drop downs need only be unique within their drop down). Currently this is not enforced, but the results of not following this are undefined and may be unpredictable.

Fourth is the **redirects system**: this allows you to create short links to pages that either change url regularly, such as the latest LARP rulebook, or which are unwieldy in print, such as our su link. Beware of creating a redirect from a url that otherwise already exists, or that is a substring of one that does, in this case the extant url should win and your short link will fail to work, although this behaviour should not be relied upon.

Fifth, and the system you'll end up spending the most time using, is the **timetable system**. This bears explaining in detail as the data model doesn't translate very well into the admin pages created by django. Weeks are the main thing that need editing, and represent a week's worth of event instances. You will need to create a week for each real week containing events. By convention, the year field should be consistent throughout the academic year, using the larger of the two (2019-20 becomes 2020).

Each week allows you to enter which room each event is held in for any number of events. The room should generally follow the short format used in the uni, optionally followed by a prefix symbol to indicate a note is present (such as if the room changes half way through). The room will then be matched against the known rooms (the Room Links model) to select which link to display in the timetable. Valid prefixes to avoid breaking the matching algorithm are `*^+-!&%$#@=?`. By convention, I use `+`, `^`, `%` and `*` to mean a room change at 3,4,5, and 6 respectively.

Once your weeks are all set up, you need to create a timetable to display them. Timetables can show a (normally contiguous) set of weeks against a number of events. Each timetable also has a colour, which is usually corresponding to the relevant term in a nice pink to purple fade. You can update the colours in the Colour Schemes model. Here you can also add any notes needed. You can see the resulting timetable by clicking View On Site. Once you are happy that they are correct you can set the active checkbox to add it to the main timetable page.

You also need to update the google calendar to reflect the timetable. This is stored on the same account as the drive (see below). There are several calendars for each of the factions that can be subscribed individually. If you ever need to change these, the Subscriptions model may need to be updated, which generates the table at the top of the timetable page for people to subscribe from.

Finally, the timetable section also has a system for special events. This is pretty self-explanatory, but be aware that the hide date is the last day it will be shown, **not** the day that it gets hidden. This means that the sort date and the hide date can be filled with the start and end date without the behaviour being incorrect. The poster upload is shown in the poster widget (currently just the front page), and always reflects the next event to happen (by sort date).

One other section of the admin panel to be aware of is the `website_settings` section. This is the dirty underbelly of the website, stuff where I failed to architect an elegant solution and just threw it in with the lowest effort approach. I'm not proud of anything in it, but it allows you to change a few random things about the website. They take the form of key-value pairs where the key is hard-referenced in the code. Changing/removing a key will break things in weird ways, but you may need to update a value or two over time. The currently existing keys are listed below:

Name	Purpose
String Properties	
<code>facebook_page</code>	Link to our current facebook page (for the footer)
<code>su_page</code>	Link to our current su page (for the footer)
<code>bug_tracker</code>	Link to our github issue tracker (for the sidebar)
<code>sub_calender</code>	Shouldn't be used? Legacy thing that probably shouldn't exist anymore...
<code>larp_setting</code>	Again, probably not used any more
<code>larp_rules</code>	As above
<code>inventory_larp</code>	(...these are all leftover from a navbar version before it became fully customisable)
<code>inventory_bg</code>	(Maybe you'll be brave enough to remove them? Who knows?)
Text Properties	
<code>newsletter_pitch</code>	Some text shown on the newsletter signup page to encourage people to sign up.
<code>newsletter_template</code>	The content of the newsletter's body when a new one is created. Ask your Co-Op to provide you this each time they update their format.

MAINTAINING THE DISCORD

In addition to maintaining the website, you also take on ownership and moderation of the discord. While the rest of the exec will help you keep the discord healthy, it ultimately falls on your shoulders. Know the rules, (yes, including all of the code of conduct), read the messages regularly and be prepared to be at-ed at any time of day to ban someone spamming our sacred space. Most of it is common sense, the rest is tact. Best of luck.

Also, you are in charge of bots, emoji and channels. It's up to you how you decide to stay sane keeping those organised, but it's generally a good idea to listen to the rest of the exec before you decide to ignore them anyway...

MAINTAINING THE GOOGLE DRIVE

Finally (actually finally this time, I promise), you are the hallowed keeper of the google drive, alongside the Vice Pres. It is your job to ensure that it is organised, and that the goldfish-brained exec are constantly aware of its existence. Make sure that the folders are correctly used, files are uploaded when appropriate and records are kept up to date. You are also contractually obliged to complain at least once a term about how the permissions are completely broken and allow old exec to read documents they shouldn't (just don't expect anything to actually change). The google account also holds a backup email and the google calendar. Read the emails once in a while, and keep the calendar up to date. Simple! **meerkat chirrup**.

WARGAMES REP

JAMES SAMPSON-FOSTER 2014-19

JON CHEAH 2019-21

DUTY BREAKDOWN

- **Runs the weekly wargames session** on Monday evening
 - This includes welcoming and teaching new players, as well as ensuring established players are getting games.
- **Is responsible for the wargames equipment and budget.** This includes:
 - Purchasing new equipment when needed (this includes minis, armies, terrain, playmats)
 - Keeping an inventory of wargames equipment that the society owns
 - Moving equipment to and from storage
- **Runs extra wargames-themed events**, including:
 - Tournaments, during sessions or as standalone events
 - Terrain making and/or painting sessions
- **Runs the wargames Facebook group**
 - Makes the weekly “who’s bringing what” announcement
- **Facilitates ideas and works towards improving any wargaming related activities the society does.**

GENERAL STUFF

1. Running games leagues in Wargames for associated systems.
2. Learning multiple games systems and running intro games.
3. Inventory: Maintaining the society armies and terrain collection.
4. Running the Warwick University Wargames Facebook page.

INVENTORY

Wargames has a substantial inventory of society armies, terrain, mats, and other materials. You should familiarise yourself with what the society owns (an inventory spreadsheet is available on the drive) and know where things are kept. For the majority of our equipment, this will be in suitcases and boxes in the B2.01 cupboard, but some items may be in the B2.02 cupboard. You are free to move things around, how things are organised is your call.

- 1) When you acquire new things, put it on the inventory document and note where it is stored.
- 2) Every now and then, check that things are still where they should be.
- 3) A long term goal should be to get locks on the B2.01 cupboard (as was eventually done for B2.02). This had involved talking to the societies officer at the SU (Luke Mephram at the time).

WEEKLY WARGAMES

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

- 1) Creating a weekly post on the Facebook page and discord channel (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 you be bringing?'
- 2) *Trying not to descend into madness after posting the weekly message hundreds of times.*
- 3) Arriving at 17:00 hours at the appointed room.
- 4) Ensuring that the terrain cases are transported to Weekly Wargames.
- 5) Set up the banner outside the door, pin up the code of conduct.
- 6) Welcoming newcomers to the Weekly Wargames event.
- 7) Set up tables in a manner appropriate to the mat sizes.
- 8) After the event, return tables to the original layout.
- 9) After the event, ensure that terrain is appropriately stored.
- 10) Leave before security locks you in.

TERMLY SPECIAL EVENTS

You will run termly special events such as Apocalypse games, Terrain-Making days, and tournaments. You do not have to run all of these, this is a menu of options, gauge interest and pick.

- 1) For each of the below you will need to book a room and make sure the needed equipment needed can get there. This may involve finding other places to store some suitcases for easier access if needed over the holidays.
- 2) Do a doodle poll for interest and date preferences.
- 3) Make an event page on the website

Apocalypse Games

- 1) A very large game of Warhammer 40K, players split into teams
- 2) A good rule of thumb at the time of writing is allowing each player 3000pts for Apocalypse.
- 3) Have a lunch break
- 4) Apocalypse games take longer and can be very slow during the first two rounds. It is for this reason that the 1000pt tournament event was tried, to great success. We may eventually run another apocalypse again.

Tournaments

- 1) 3-4 rounds of Swiss pairings. Use/modify spreadsheets available in Wargames folder in society drive.
- 2) Have a lunch break
- 3) Make a ruling on usage of proxies, and make clear to people before they register. Typically we're been fine with little bits of proxying, but maybe not the whole list...
- 4) In the past, we have held two Warhammer tournaments and two X-Wing tournaments.

Terrain Making Days

- 1) An opportunity for members to bring models and terrain pieces for painting and assembly.
- 2) An opportunity to repair and upkeep the society terrain, also to make new stuff.
- 3) Equipment like glue and flock are in the cupboard.
- 4) Have a lunch break.

ONLINENINNESS

Tabletop simulator has good mods for WH40K, X-Wing 2.0, Armada, Legion, A Song of Ice & Fire, amongst others.

For Warhammer, people will need to have compiled their army with miniatures from other community mods before importing them onto a chosen map. Other games tend to have more unified systems with minis, boards, maps, and cards in the single mod.

Vassal is also an option, it is free and possibly better for 2D top down games, although we haven't had a lot of experience with it.

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.

HOSTILE TAKEOVER

When the stars are right, you will 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. In this case, you shall refer to them as Imperator.**
- 2) In the case of the eventual takeover, you will restore the Cult of the Esteemed Rob. It's a story one may find in previous handover documents.**

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.

DRAFT (MAGIC: THE GATHERING)

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

ARES OSBORN 2019-20 (after Daniel Grieve gave up the role at the end of term 3)

HENRY PHAN 2020-2021 (Online section)

DUTY BREAKDOWN

- **Runs the weekly Draft session** on Tuesday evening. This includes:
 - Creating events on the website where appropriate (i.e. for special drafts or online events)
 - Welcoming and teaching players unfamiliar with the draft format, and signposting those new to Magic to the Thursday CCGs session
 - Organising pods, setting up the tournament, and recording results.
- **Is responsible for the Draft equipment and budget.** This includes:
 - Managing the money box, and purchasing booster boxes.
 - Maintaining the lands box
 - Purchasing new equipment when needed (this includes sleeves for players to purchase, lands, playmats)
 - Keeping an inventory of draft-related equipment that the society owns (together with the CCGs rep)
 - Moving equipment to and from storage
- **Runs special draft events**, with flashback sets or cubes, in addition to or at regular Draft sessions.
- **Runs the joint Draft/CCGs Facebook group** alongside the CCGs rep
 - Makes the weekly Draft reminder announcement (on Discord too)
- **Maintains our relationship with the Games Den**, and works towards having our results recorded officially if possible.
- **Facilitates ideas and works towards improving any Draft related activities the society does.**

RUNNING DRAFT

- 1800-2200, Tuesday.
- People gather between 1800 and 1830:
 - Get people to buy packs and sleeves - 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 ("**Draft Organisation**") in the drive with who's bought/supplied what.
 - Any new DCI numbers (DCI should still be used through 2021, when it is no longer used add their Wizards account instead), including ones you've given out, go in the relevant tab in "**Draft Admin**"
 - Set up the tournament at <https://mtgarena.appspot.com/>

- Log in with your Google account to make sure the drafts get saved and that you can access the results later!
 - Make sure the number of rounds is set to 3!
- Make sure the drafting begins at 1830, allow ~ 1 hour for drafting, sleeving, shuffling.
- Games should begin at 1930. 50 mins per round (if the draft is running late, you can knock this down to 45 mins), then 5 turn timer.
- Once all the matches are done, distribute prizes. You have to finagle this a bit: the winner of a pod (3-0) should always get 4 packs (i.e. a free draft next time) and a promo. 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. Usually, there'll be one pack left over to assign randomly amongst those who haven't won prizes.
- Double check that the matches have been saved in mtgarena. In a new tab, go to a fresh load of mtgarena > go to the tournaments tab > check "only mine" > click through to the match(es) to make sure everything is good.

BUYING THE PRODUCT

- We should aim to preorder 6 boxes of the latest set from Chaos Cards.
 - You'll be given the soc Chaos Cards account by the outgoing draft rep - it has gold status, and as long as you update the email to yours, you'll get regular discounts sent to you via email. There's usually a 5% off pre-orders one that happens!
- For older sets, your best bet is buying boxes from sellers on the MTG Trading/Selling UK Facebook group run by Manaleak Birmingham.
 - Join the group and abide by their group rules. Easy peasy.
- If you have access to the UK Judge discord, good deals on boxes come up here occasionally in Imogen's Marketplace.
- You should reimburse your purchases from the cash in the draft box.
 - Keep track of what you're owed! It's important.
 - There's a "Finance" tab for this in the "Draft Admin" spreadsheet. Try and keep it updated whenever something with money happens.

SPREADSHEETS

- Drive > Factions > Magic tourneys
- There are several spreadsheets and folders:
 - **Draft Admin:** keeps track of DCI numbers (or Wizards accounts), finance, and product we own.

Sleeves and chaos products could not be tracked this year, there is a spreadsheet up to do so. Please try and keep track of these next year!
 - **Draft Organisation:** this needs to be duplicated by you when you take up the role and then kept for the year of your reign.
 - "Buy ins" tabs keep track of who buys and supplies what (packs, sleeves) each week of a term.
 - "Schedule" tab is your place to plan each term's drafts ahead of time, by considering dates of terms and set releases.

- **xx/xx Term x Results folders:** keep spreadsheets of each week's results to send to the Games Den in these folders.
 - You can duplicate the spreadsheet of a past week's results to use as a template.
 - **Important:** you must set the sharing to be "**view only**" before you send this to the Games Den!!
- **Cubeamajigs folder:** for storage of any documents related to our Society cube(s).

GAMES DEN

- We have a nice relationship with Tim at the Games Den that is basically:
 - We send them draft results every week, which they upload to the WER.
 - They supply us with promos every now and again to give out in addition to our pack prizes.
- At handover, the outgoing rep will introduce the incoming rep in person to Tim at the Games Den as a formality.
- Result spreadsheets (see spreadsheets section) should be sent to thegamesdenleamington@gmail.com
- Promos need to be collected in person from Tim. Give him a heads-up that you want some in one of your emails or via a phone call, then go collect. I usually get them at prerelease as that's when I'm at the Games Den and this is usually at the start of a new term when we need them.

PLANNING THE TIMETABLE

- The timetable is yours to organise as you see fit. However, there are a few things you should take into account when planning it out:
 - **Set release dates:** you should always start drafting a set as close to its release date as you can (due to the hype!). Sets are released physically on the Friday after prerelease weekend, so your order will be delivered in time for the Tuesday after that if you've preordered it.
 - **Exam dates:** you won't have good attendance if it's around exam time.
 - **Week 10 is the special draft week:** by week 10, people are often winding down on assignments and all that. So week 10 is a classic slot for a special draft!
 - **Boredom:** people don't want to draft the same standard set too many weeks in a row. Break it up a bit with cubes or special drafts if you can.
 - **Be timely:** try and organise the next term's drafting at the end of the current term. That gives you plenty of time to make adjustments if they're needed, to poll for interest, and to also source the product that you need.

ORGANISING SPECIAL DRAFTS

- People want stuff other than standard sets!
 - This'll be either cube drafts, or flashback drafts, or the latest "weird" set that's come out (stuff like Battlebond, Unstable, UMA, Mystery Booster etc)
- You can gauge interest for stuff like which sets to flashback by doing an informal poll on the Facebook group (example:)

- See the “buying product” section for good places on where to find these old draft booster boxes.
- For special sets (flashbacks and “weird” sets) you should create an event to sign-up to on our website (example: <https://www.warwicktabletop.co.uk/events/139/>)
 - This is so you reliably fill all the spaces available by the number of packs you have.
 - You should do this a few weeks in advance, and advertise via Facebook, Discord and the newsletter (collab with the graphics design and co-op reps in plenty of time to get the graphics done and the word out).
- For cube drafts, you’ll need to check with the owners of cubes to see if they’re available, and of course there’s the soc cube which is always available. We don’t usually do sign ups for these, but we do advertise on the weekly Facebook post which cubes will be present.
- **Prizes:** we don’t usually do pack prizes for these kinds of events.
 - You can for booster drafts, as long as you reflect that in the price, but it tends to jack the price up a bit too much for people to want to play.
 - Instead, we tend to buy chocolate (using the draft budget, though make sure you don’t mention it’s a prize in the money request form, just say it’s event food) and hand out promos.

THE FACEBOOK

- <https://www.facebook.com/groups/195335593904501/>
 - You’ll be given the admin powers for this during the handover period.
 - It’s a combined group for both Draft and CCGs, as of course there’s a lot of people and interest overlap between the two.
 - You need to keep this updated in collaboration with the CCGs rep.
- The Weekly Post:
 - On Monday morning, you’ll need to create the weekly reminder poster for draft (I did this every week manually as it gave me more control if things changed, but you could schedule posts in advance if you want).

- **Example:**



- **Needs to contain:**
 - Title
 - date | time | room
 - set | buy-in costs (prizes) | a nice message and an emoji if you're feeling spicy.
- **Some top tips:**
 - Creating this on your phone allows you access to way more cool backgrounds.
 - Tag this on your phone after you create it! Tags on web browser suck ass and often break, only allowing you to do one tag. Should be tagged with "weekly reminder" and "draft".
- **Tagging on Facebook:**
 - You can (and should, for Organisation) tag posts (woohoo).
 - We have the tags:
 - **Weekly reminder:** for all weekly reminder posts for both Draft and CCGs
 - **Draft:** for all posts relating to draft
 - **CCGs:** for all posts relating to CCGs
 - **Community discussion:** for when there's a discussion or post made by one of the community members or you that isn't an official announcement from the soc. This has included cards people want to trade, prerelease event organisation, finding out whether people are going to GPs etc.
 - **Schedule:** for the term and holiday timetables only.
 - **Lost property:** pretty obvious :P
 - **Official Society Business:** stuff like AGM and big society event advertisements.
 - **Draft poll:** for posts that poll interest in certain drafts (eg flashbacks).

- You can create a new tag or 2 if you think they're needed!
 - **TAG ON YOUR PHONE!!** Web browser tags often break and only allow you to put one tag on a post which is Bad.
- Create events for the big events you create over on the website (example: <https://www.facebook.com/groups/WarwickCCGs/permalink/2562368520534518/>) though people don't tend to interact with these *that* much.

THE CUBE

- We currently have one (1) cube, a Peasant (commons + uncommons) cube!
- This is funded via donations (of cards or money) from members/exec.
 - We Hoover up draft chaff to add.
 - Cube drafts are bought in to via a voluntary donation of ~£2. This money can then be used to buy cards for the soc cube off of members
 - Don't bother paying it in to the soc coffers (unless you want to buy cards online), just keep it in a separate little box and pay members in this cash for their cards.
- You are responsible (in collaboration with the CCGs rep) for maintaining this cube. This includes:
 - Upgrading it with new cards.
 - Keeping it updated on Cube Cobra (you should be given the soc account details during handover).
 - Getting feedback from members after each draft of it on what cards they think work and don't work (though, of course, use your judgement too).
 - Looking after it i.e. making sure the sleeves are in good condition, making sure the storage is fine (you can spend draft budget on new sleeves and storage if you think either are needed).

ONLINE EVENTS

- If draft events cannot be run in person the system for running online events is as follows:
 - Sign ups for the event can be done on the society website, promotion can be done through the facebook and discord.
 - The actual event can also be run on our Discord server.
 - The drafting (cubes work as well) can be run on <https://dr4ft.info/> or <https://tappedout.net/> or <https://mtgadraft.herokuapp.com/>.
 - The matches will be played on <https://cockatrice.github.io/>
- The timing for the event can be the same as the normal event (an hour for drafting and deck building and 50 minutes per round), however there is no entry fee.
- <https://mtgarena.appspot.com/> can be used to keep track of the event.
- Please make sure that participants have installed cockatrice and created an account before the event to save time.

BOARD GAMES

PATRICK KIERNAN 2018-19

JOSH 2019-20

ALEX WALTERS 2020-21

DUTY BREAKDOWN:

- **Runs the weekly board games session** on Wednesday afternoon.
 - This includes welcoming and teaching new players, as well as ensuring established players are getting games.
- **Is responsible for the board games equipment and budget.** This includes:
 - Purchasing new equipment when needed (this includes board games, replacement parts and protective parts, such as sleeves for popular games, as well as storage solutions)
 - Keeping an inventory of board games equipment that the society owns
 - Moving equipment to and from storage
 - Keeping a record of items that have been lent out
- **Runs extra board games-themed events**, including:
 - The board games and tabletop weekends
- **Runs the board games Facebook group**
- **Facilitates ideas and works towards improving any board gaming related activities the society does.**

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/ZATU SPONSORSHIP

- 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.
- We currently have a sponsorship deal with Zatu that Finnbar Keating has organised. Due to a new precedent (set by Alex) you will have the joyous responsibility of dealing with Zatu Games.

- When buying new games just be patient with Zatu and the SU. Email them with all the games you want, they should reply with prices and stock. Hopefully after this they can quite quickly get an invoice together which can then be approved by the SU. Warning: This whole process can and will take a while. Just know when ordering new games don't expect to get them for at least a month
- As of 23/01/2021 the Zatu rep's name is Rebecca
- Furthermore, you will need to make sure our discount code is up to date with Zatu. All of our members (and non members that want the code) get 5% off at Zatu Games (woo!). Make sure this code stays up to date since it will expire at some point.
- The current Zatu discount code is STU99

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.
- Inventory is currently online (<https://www.warwicktabletop.co.uk/inventory/boardgames/>). Make sure to update when new games are bought. Members can also officially suggest Board Game purchases here so if you are struggling on which Board Games to buy then direct people to that link
- 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.

There is also now an online system for Board Game loans on the website which was briefly tried during the first term of 2020/21. This system allows for easy tracking on who has games and when they are required back. It's my recommendation to have this system used on a more permanent basis for lending on a weekly basis. This system should be emphasised and advertised to members during a pandemic if we can safely perform the service.

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 participants aware at their event that the board games belong to Tabletop Society.
- There is also a £10 charge to societies.

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.

IF THE WORLD IS GOING THROUGH A PANDEMIC (OR OTHER CRISIS)

- During these times people need socialisation and things like Board Games more than ever. So of course they will continue. However, due to the severity of situations like this in person events may not be possible so guidance below will aid you in what to do.
- An adaptation to an online format will be needed. Switch to a 5-10pm format instead of 2-10pm as during these times Wednesdays will likely not be off days for lectures. Also I doubt you or other people want to spend 8 full hours looking at a screen.
- Organise the event through our Discord which should be fully equipped with voice channels to accommodate.
- I would recommend the use of Tabletop Simulator (if you don't have it already, BUY IT) for teaching and playing games. Boardgamearena is also very good but is a poor format for teaching someone a game. If you are playing with experienced people though this is a good option as it lends itself to very fast play. This can also be used if someone does not have access or does not want to spend £15 on Tabletop Sim.
- A useful list of mods for Tabletop Sim curated by Artock can be found here (<https://docs.google.com/document/d/1eFqWWY9DuVJWio1xTFXdW3AdwIkIrRApPoR-TjPe-78/edit?usp=sharing>)

CASUAL CARD GAMES

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

ALISDAIR KIDD 2019-20

SEBASTIAN WOODWARD 2020-21

DUTY BREAKDOWN

- **Runs the weekly CCGs session** on Thursday evening
 - This includes welcoming and teaching new players, as well as ensuring established players are getting games.
 - This also includes facilitating a diverse selection of CCGs, not just Magic: the Gathering. The CCGs rep should preferably know how to play/learn more than one CCG.
- **Is responsible for the CCGs equipment and budget.** This includes:
 - Purchasing new equipment when needed
 - Keeping an inventory of CCGs equipment that the society owns (together with the Draft rep)
 - Moving equipment to and from storage
- **Runs extra/alternative CCGs-themed events**, including:
 - Tournaments, like the Modern league or Boxing league
 - Alternative format events, such as Planechase for MtG and Snake Draft for Netrunner
- **Runs the joint Draft/CCGs Facebook group** alongside the Draft Rep.
 - Makes the weekly CCGs reminder announcement (on Discord too)
- **Facilitates ideas and works towards improving any CCGs related activities the society does.**

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 the treasurer before action.

COLLABORATIONS

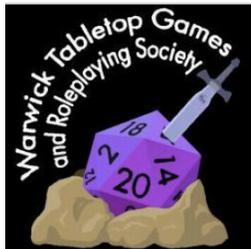
Should the exec be approached by other societies, gaming groups or universities offering collaboration, work with them to organise tournaments or crossovers as appropriate.

FACEBOOK

Every week a facebook post should be made explaining the room and time for where the event will be located. An example is included below.

CCGs will be running tonight 5pm-10pm on our discord channel
<https://discord.gg/rsmuF27>

Feel free to come along and either try something new or immerse yourself in your favourite CCG.



DISCORD.COM

Join the Warwick Tabletop Games and Roleplaying Society Discord Server!

Check out the Warwick Tabletop Games and Roleplaying Society community on Discord - hang out with 554 other members and enjoy...



TOURNAMENTS / LEAGUES

It is a good idea to try and run tournaments or leagues as this can engage multiple new players and encourage interesting decks with the use of unique awards for certain deck properties. Moreover, this is a good way to help students feel engaged who like more competitive formats. The most effective format for tournaments is to use a spreadsheet to store the names and scores of all participants, and then to either use the online software being used for the weekly events or have separate tables where the tournament/league games will be happening.

TEACHING NEW PLAYERS

One of the main duties of the CCGs rep is teaching new players how to play the most common games with the help of other experienced students who are willing to help. The best way of doing this is to set up a game of new players with experienced players alongside as this can show new players how to play and allow them to get involved.

ONLINE

The most useful platform for online CCGs are: <https://cockatrice.github.io> for MTG as it is accessible on most operating systems and is very intuitive for even newer players; Jinteki for Netrunner and many other online platforms which are very helpful for running over sessions over the holidays.

RPGs

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

JON BELL 2019-20, ASSISTANT REP: ANAKIN NEWBIGGING 2019-20

SOL FRANKLIN 2020-21, ASSISTANT REP: OLI WILLIAMS 2020-21

DUTY BREAKDOWN:

- **Facilitates the running of RPGs**
 - Ensures that GMs and players are aware of the Events page on the website for organising games
 - Promotes events and games that are being run, via Discord, the newsletter, and Facebook
 - Books ad-hoc rooms when necessary for people to have RPG sessions in
 - Keeps an eye on what's being run and helps new players find games where possible
 - Runs their own one-shots or campaigns to help people play RPGs
 - Encourages diversity of RPGs, not just D&D
- **Is responsible for the RPGs equipment and budget.** This includes:
 - Purchasing new equipment when needed (rulebooks, dice etc)
 - Keeping an inventory of RPGs equipment that the society owns
 - Keeping a record of items lent out
- **Runs special RPGs-themed events**, including:
 - The Introductory RPG One-Shot events at the beginning of Term 1 and 2
 - Special themed one-shot days, such as at Halloween, Christmas or Easter
 - The Big RPG day
- **Runs the RPGs Facebook group**
- **Facilitates ideas and works towards improving any RPGs related activities the society does.**

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. This should be done before the start of the next term, when newer events will be posted - so that for the preceding term, the board doesn't look too empty, and that in the new term people don't get confused. This can be done by selecting the event, choosing the 'Edit Event' button, and checking the checkbox for the event being in the past. The website will handle the rest.

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 GMs

Know your GMs 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 tend to open toward the end of the summer, but exact dates are rarely known (see Secretary section). 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 - 19:00 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 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 GMs 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.

It is recommended that someone (preferably the RPG’s rep) goes around before the event starts to check that rooms are unlocked. For the start of year oneshots for 18/19 and 19/20, the lists of rooms have not been given to porters by the Welcome team, and several rooms have been locked (or in one case, converted to a common room). It’s far better to check these early (e.g. 11am) than to send people off to rooms, and have them come back after finding them locked.

SATURDAY MEET-UPS

This was proposed at the start of the 2020/21 term. The RPG “faction” is one of the only factions that only meets together as a whole at the three big events; Intro to RPGs in term 1 and 2 and the Big RPG. The idea was to create an event to create more cohesion between those who take part in RPGs, where we could talk about our games, tell stories from our experiences and share advice between players and GMs alike. Unfortunately due to COVID 19 restrictions this wasn’t possible that year. It is up to you as RPG rep whether you would like to utilise this idea whether in its current form as a meetup on Saturdays before everyone splits into their campaigns, or as something completely different that has a similar goal.

OTHER SPECIAL ONESHOT EVENTS (HALLOWEEK)

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.

Halloweek, the week around Halloween (Oct 31st), is a very popular time for oneshots of the more *spooky* variety. If you decide to take part you should try to encourage as many GMs to take part in running oneshots during the event as possible at least a couple of weeks in advance.

BIG RPGs

Something new for 2019/20 was the introduction of the Big RPGs to the roster of society events. This falls largely under the RPGs Rep’s purview, and you will likely be responsible for the overall running of it. **You should not attempt this alone**; reach out to the other exec (and potentially society members) for those interested in helping organise the event, and delegate appropriately. Specifics on running the event can be found in the Big Events section.

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.

ONLINE

With the COVID 19 lockdown in 2020/21 we had to take different approaches to the running of our events. Suddenly GMs and players needed places to play their RPGs online. There are a number of digital tools that were used. [Here](#) you can find a link to a guide to playing RPGs online by Cyanomys, including a long list of helpful tools. The most popular VTTs (Virtual Tabletops) were Roll20, Foundry VTT and Fantasy Grounds. It would be worth the RPG rep’s time learning one of these tools to assist those needing help running games online.

Discord is your best friend here, in conjunction with the Warwick Tabletop website events page one-shot events such as Intro to RPGs and Spooky Halloweek oneshots were easy to organise and advertise. Though keep in mind, there are significantly less players interested in online games overall and while we managed to fill tables there were much fewer attendees than at IRL events. This is to be expected though on top of this it was also much more difficult to attract new members to the society. You have to utilise all of the society’s online spaces much more, crossposting all events to facebook, the website and keeping active in our discord.

A final comment on the online experience within the faction is that while there was a demand for campaigns from players, only one was ever advertised. Normally the number of campaigns on offer is small but the online situation meant there was really no coverage at all.

LARP

JAKUB HAJDUS 2018-20, QUARTERMASTER: TIMOTHY SMITH 2018-20

DUTY BREAKDOWN

LARP Rep:

- **Runs the weekly LARP session** on Sunday
 - This includes welcoming and teaching new players how to LARP
 - Is responsible for planning out the weekly adventures
 - Handles player downtime between sessions
- Is responsible for updating and balancing the Society's UNITY system
- **Together with the Quartermaster, is responsible for the LARP equipment and budget.**
This includes:
 - Purchasing new equipment when needed (clothes, weapons, armour etc)
 - Keeping an inventory of LARP equipment that the society owns
 - Moving equipment to and from storage
- **Runs extra/alternative LARP events**, including:
 - Murder Mysteries
 - The end-of-year Kenilworth Castle LARP
 - A trip to Empire
- **Runs the LARP Facebook group**
- **Facilitates ideas and works towards improving any LARP related activities the society does.**

Quartermaster:

- **Helps the LARP rep run the weekly LARP session**
- **Together with the LARP rep, is responsible for the LARP equipment and budget**
- **Helps the LARP rep run extra/alternative LARP events**
- **Helps run the LARP Facebook group**

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 - lores, 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/armor 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 it 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)

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

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)

HOLIDAY OFFICER

JON CHEAH 2019-2020

If you're the Holiday Officer, it's probably the case that you volunteered to assist in the running of holiday events over the holidays. This might be for Christmas or Easter or Summer, and depending on the state of the future, these may even be in-person. (Which presumably means you are living on/close to campus)

IN-PERSON EVENTS

Stuff to do:

- 1) Figure out what day events will be run on. Historically, in-person holiday events have typically taken place on Mondays due to the number of postgraduate wargames members who are still around with unyielding schedules unaffected by term dates. This may or may not always be the case, if unsure, poll for preference.
- 2) Liaise with the event reps regarding equipment. Wargs will probably leave you a small case of terrain and mats, the BGs rep will need to repack a selection of games into GreenNigelBag™, and CCGs may have a box for you to bring in.
- 3) Book rooms. Or get somebody else to. Or just do it yourself so you get to pick a location convenient for you. You are after all the person lugging all of the aforementioned equipment.
- 4) Set up the banner outside the door, pin up the code of conduct.

ONLINE EVENTS

If holiday events are happening online, it is likely that the factions will stick to their respective days.

Stuff to do:

- 1) If needed, help people arrange/find games of the war, board, or card variety on the respective days.
- 2) Play games.

EQUAL OPPORTUNITIES OFFICER

JAMES SAMPSON-FOSTER 2017-19

BENJAMIN MCRAE 2019-21

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 to 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

Benjamin would additionally like to recommend that the Equal Opportunities Officer also try to interface with societies that represent specific groups and organise events with them, so as to enable greater diversity in all societies.

Also, if there's diversity training which the Welfare Officer has to attend, you should probably go as well - or instead of if they can't make it. This ensures that the exec always has a couple members that are aware of the relevant training.

WELFARE OFFICER

PATRICK KIERNAN 2018-19

THOMAS BRUCE 2019-20

ANAKIN NEWBIGGING 2020-21

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 2018-20

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

1. Fill out the yearly Health and Safety Assessment Form
2. Make sure that injured society members are taken care of properly
3. 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.

GRAPHIC DESIGN REP

ARES OSBORN 2018-20

DUTY BREAKDOWN

1. Create the necessary advertising material for the society (and get the physical printing stuff sorted if applicable).
2. Yeah, to be honest, that's it.
3. You need to liaise with reps and the pres/sec on what's needed and when.
4. Try and keep an eye on what big events are happening - sometimes people won't come to you and ask you explicitly for advertising material (even though you *keep telling them to do so*).

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, warwicksu.com link).

BUSINESS CARDS

- Need to be created each academic year in time for Welcome Week.
- In the past, timetables have been printed on the business cards. We have decided not to do this anymore; however, you can find the pros and cons of doing so below if you wish to revisit this in the future.
 - 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 necessarily need redoing every year, but it does get very beaten up so keeping an amount for a new banner each year is probably a good idea.
- 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.
- I have made an additional single sided one specifically for welcome week events in addition to the generic one. Good for advertisement online, but not as great to print as it becomes outdated very quickly!

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 (or larger, but same aspect ratio) 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	Wednesday 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, but the official date gets set by Wil Wheaton or whatever, and it doesn't get published super far in advance.
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
Big RPGs	Week 5 Term 2 (only run once, subject to change)
Escape Room	
Megagame	Week 9/10 Term 3

WELCOME WEEK

SECTION WRITTEN BY ARES OSBORN (VICE PRESIDENT 2018-19)

SECTION MODIFIED BY FINNBAR KEATING (VICE PRESIDENT 2019-20)

Welcome Week is a chance for students to try out societies and other stuff outside of their degree before lectures and other degree commitments started. It occurred for the first time as “Week 0” of 2018 i.e. last week of September, preceding Week 1. It has been run every year since.

This has historically consisted of two main parts.

- We’ve run all of our regular events at the same times as usual (wargames, draft, board games, CCGs, RPGs (the introductory one-shot sessions), LARP).
- We’ve also taken part in the Socs Fair that happens during Welcome Week, but see the next section on Socs Fair for further details.

PRIOR ORGANISATION

BOOKING ROOMS FOR OUR “REGULAR” EVENTS

- 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 > 2019-20 > 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 (2018-19) during our 2018/19 Term 1 Week 1 and Week 2 Exec Meetings
 - https://www.warwicktabletop.co.uk/minutes/2018-19/term_1/week_1/ and https://www.warwicktabletop.co.uk/minutes/2018-19/term_1/week_2/
 - 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)
- We also discussed the outcome of Welcome Week (2019-20) during our 2019/20 Term 1 Week 1 Exec Meetings
 - https://www.warwicktabletop.co.uk/minutes/2019-20/term_1/week_1/
 - Read these minutes as well! Notes from them:
 - Allow more setup time for Wargs, we had a massive crowd of people at the start and not enough games set up
 - Huge turnout at draft, so buy more product
 - Need more Magic teachers at CCGs
 - Get a room like LIB1 for the first hour for talking to people - we were too big for Soc Sci Cafe

EXEC

- As welcome week is not during official term time, some exec may not be around.
- Make sure that 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 encouraged 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.

RUNNING ONLINE

In the event that Welcome Week is forced to be online, you should do all of the normal things that you'd do with respect to running events online. However, there are a few extra tips you should consider.

- The advertising you'll get from the SU (via Socs Fair etc.) is likely to be very limited, and as such it's really important to be on top of advertising. That being said, the Welcome Week team is very capable and the Welcome Week Calendar is likely the most important source of advertising - so keep an eye out for when submissions for that open and close!
- Many people will be new, so you need somewhere for new people to go. Since you'll almost certainly be running this over Discord, you'll want a voice channel for people to come in (and say hi) as well as voice channels for the individual games. The usual advice of having people around to run games and welcome new members is even more important here.
- Try to provide options that do not require purchasing software (i.e. Tabletop Simulator) as well as those that do. Big group games such as Codenames (which has a free online implementation) are excellent for this. Even if Tabletop Simulator is amazing value for money when we can only run online events, people may be hesitant to drop money on a society they're trying out.

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 board games). 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 x-wing box set, or a mini piece of terrain. Ask the Wargs Rep for the "pretty Tau killteam".
 - **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 board games 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 board games): 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:
2018-19 Welcome Week:



2018-19, some other socs fair:



- Make sure everyone knows **when their duty is**, and to **turn 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.

SOCIETY COLLABORATIONS

SECTION MOVED FROM THE PRESIDENT SECTION AND MODIFIED BY FINNBAR KEATING (PRESIDENT, 2020-21)

Sometimes, societies want to collaborate! This is a cool and exciting thing. We've had a few collaborations in the past, some of which I'm too young to know about, but I'll list what I know about them for future reference.

- **Game Design:** we've run two "build your own board game" events with them, where people have designed their own tabletop games over the course of a weekend and then we've run a board games session with those games. There have also been talks about game design at the start which have been very cool.
- **Star Wars:** I wasn't present for these, but we've had collab events with the Star Wars society involving Star Wars themed board games and RPGs.
- **CompSoc:** in general, we have very close ties with CompSoc and would like to keep it that way. We do a lot of advertising for them and they do a lot of advertising for us, and we do Compsoc vs Tabletop Laserquest every year. (More on that is available in the Laserquest section.)

Here are a few tips for working with other societies.

- Make sure the other society commits to having exec present for the entire duration of an event. Also make sure that both you and the other society are advertising the event. In general, make sure that both societies are invested!
- Board Games is a good common ground for an event if we're running it. If you're talking to other societies about their board game events, you can focus on the fact that we've got experts available to teach cool and exciting games - but remember that some societies may just want to play with their friend groups and thus won't want Tabletop to be there as well. (In that case, talk about the lending scheme.)
- Make a 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: we made a custom version of spyfall themed around Star Wars, and created a custom version mashup of our logos for advertisement.

INTRODUCTORY RPG ONE SHOTS

SECTION WRITTEN BY CALLUM MARVELL (RPGs REP 2017-19), JON BELL (RPGs REP 2019-20), OLI WILLIAMS (ASSISTANT RPGs REP 2020-21)

PRIOR ORGANISATION

- Start asking members if they want to DM in the next Intros at the end of the term beforehand (before Christmas or at the start of Summer Break accordingly)
- **Room booking:**
 - Room booking for Welcome Week is now handled by the 'Welcome Team' as part of being an official event (liaise with the Secretary on contact with them, and remember to emphasise multiple small rooms are needed not two big ones)
 - Once you have rooms off them, do not trust them to tell the Porters to have rooms unlocked. Consider calling them beforehand and/or checking the rooms on the day
 - Consider booking somewhere like Lib1 for meeting up rather than Social Sciences Cafe, or go to the square outside and invest in a megaphone - either way, trying to fit ~100+ people into the social sciences cafe is too much
 - If in doubt, book/ask for more rooms than you expect to need, ~20 were used last two years for WW, and around ~15 for January (check attendance of previous events on the website to see)
 - 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, Facebook, and Discord - 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, Discord 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.
 - Try and find a Freshers Discord group if it exists and advertise there as well
- 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).
 - We now have a laminated copy of the official society code of conduct. This is in B2.02 and should be grabbed and displayed along with the banner
- 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
- Bring along some RPGs resources from the cupboard (dice, maps, DM screens etc.). Helps out DM's, and also gives an opportunity to remind people that the society has resources to borrow

LOGISTICS FOR ONLINE EVENT

- Due to Covid-19 restrictions, 2020-2021 Intro to RPGs was run online. Games ran successfully, but with reduced numbers of players, when faced with a lack of in-person interaction.
 - This necessitated the use of virtual tabletops like Foundry VTT and Roll20.
 - These applications have in-built dice-rolling systems, so dice are not required.
 - D&DBeyond character sheets remain prevalent in online games.
- Instead of an Intro to RPGs thread in which GMs gave a summary of their games on one webpage, individual events were set up on the website which society members signed up to.
 - In future in-person events, it may be wise to host individual events without signups, instead of a large thread, so that prospective players will be able to view each GM's game in a less cluttered manner.
 - This may be worth investigating with the Web Admin.
- Organisation was done in advance via the website and society Discord server.
 - Individual Discord servers were set up by GMs, who liaised with players who had signed up to their events on the website. To my knowledge, there were no issues with this.
 - Encouraging people to DM who may not have experience with Discord or VTTs may perhaps be more difficult, given the time required in advance to set up.
 - Advertisements for games on the #rpgs channel on the main server were successful, but granted less purchase than in-person events. Despite this, oneshots were still filled and no GM was left without players.
- New members did join games but in comparatively smaller numbers. This reduced group size did however make it easier to manage games and provide general oversight.
 - This may have been due to the lack of appeal of online setup for GMs, or lack of interest of players in playing in an entirely online game. Technical difficulties and the time needed to learn a VTT system may have also exacerbated these issues.
 - However, in all likelihood this will be rectified with the return of in-person events.

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, 19/20)
- **Varsity**
 - **Current recommended option (18/19, 19/20)**
 - 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, 19/20) 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.

BOARD GAME / TABLETOP WEEKENDS

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

PRIOR ORGANISATION:

- Board Game Weekends are run 10am Saturday till 10pm Sunday the weekend of week 3 and Tabletop Weekends are run at the same times during week 9 (both only in term 1 and term 2). However, this can be chosen at the start of the year and changed each term - for example, in the 2019/20 academic year two of the weekends were moved slightly as to avoid clashing with a university open day (which makes it impossible to get a room on campus).
- **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. We've experimented with 6am rescue, which has been effective if the person being rescued doesn't rely on buses.)
 - 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/minutes/2018-19/term_2/week_5/
- 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. (Tabletop Weekends only.)** 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 the 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.
 - Remember that we have reusable cutlery now!
- **Pack up/afterwards:**
 - Put all the tables back into their 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.
- **Running online weekends**
 - Very similar to Board Game Wednesdays online. Try and get people to organise games in advance.
 - Use the event creator on the website ([Events - Warwick Tabletop Games and Role-Playing Society](#)) as it will help to set up games.
 - Make sure to be present at a couple of games but I wouldn't worry so much about someone being online throughout the weekend, as, due to the digital nature the Board Games don't need to be looked after.
 - Check in on whether people are having a good time every so often also.

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 runs 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
- For online refer to the above section about Tabletop and Board Game weekends

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 (VICE PRESIDENT 2018-19)

SECTION MODIFIED BY FINNBAR KEATING (VICE PRESIDENT 2019-20)

SECTION MODIFIED BY ANAKIN NEWBIGGING (VICE PRESIDENT 2020-21)

AN UPDATE ABOUT RUNNING ONLINE

Since Covid-19 has done a great job at squandering in-person events, here's a quick run-down of how to run an online quiz! It's not expected that you need this (hopefully) but it's important to document this.

- The quiz uses discord to host the teams, where people can discuss via text or voice before submitting answers. It then uses the society's Twitch channel to livestream the quiz rounds, and the joint presentation of the round runner and the Vice President.
- The Quizcord, as the discord server has been dubbed, should be jointly organised and updated by the Vice President and Web Admin. This can involve anything from updating the rules in #welcome to clearing channels of their past messages for the next quiz to updating user's roles if they've become or were once a round runner. If not previously stated, the web admin should be the server owner (though this role could also be given to the VP).
- To make sure the quiz is a lively and exciting event, broadcasting on twitch works best. As of early 2020, twitch is crazy about copyrighted music and material. DO NOT get DMCA'd if possible. Music rounds are possible, but if in doubt discourage it. Music you can use requires explicit permission from the music's right's holder. The rule is, if you don't know if you can use something, don't use it. Otherwise, it needs to be a rather pøøf excellent rendition on a kazoo or something.
- Since you're live on twitch you do also have to be careful, not to give any answers away. I recommend you have a scene ready on OBS or Streamlabs that's blank or plain so you can swap presentations. Make sure you've still got a voice element added though!
- Twitch does come with a latency issue. The delay is usually on the order of 30 seconds. So that the round runners can see their slides while you're streaming, I have simultaneously streamed to discord. Whilst in a voice chat with the round runner you can share your screen (select the monitor or application with the slide on). The delay on discord is closer to 2-5 seconds. If your PC can't handle this, it's time to get creative! If using google slides, you can each have a copy open, and then communicate where you are. Whatever you do, try to avoid having the round runners watch twitch. The quiz over runs anyways, you don't need 30 seconds delay every time you change slide.
- Whilst streaming you'll want to have either a separate monitor or device which you can scroll through Twitch and Discord. If this is a challenge you can get someone else to tell you if people have questions or issues. This person can also be scorekeeper (see below)
- Since swapping answers for marking is difficult - some discussion has taken place to make this happen but no progress has been made - it is important to have a scorekeeper. On the google drive there is a google sheet where you can keep track of teams, rounds, and their respective scores. It's normal to announce each team's runner score at the halfway mark as well as at the end.
- Handouts can be done digitally via the #handouts channel. Make sure it's accessible. Use a pdf or something similar.

- There are two roles for round runners. You have to promote the next round's runner to current round runner, and then demote them. This gives them access to the live channel, so keep on top of that!
- Answers should be given in one, unedited message in the team's answer channel. This prevents cheating and gives a timestamp, so you can check if answers came in late. I'd suggest making sure that everyone sends off their answers first, because giving no marks is sad, but if they edit that message later then they deserve no marks.

This was rather long, and while some of it's intuitive, my knowledge of using OBS and discord isn't required for a VP, so I thought I'd share. If in doubt the rules of the Quizcord and Web Admin should help guide you! Happy Quizzing!

PRIOR ORGANISATION

- The quiz is traditionally organised overall by the Vice President.

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

Finnbar: That being said, running the quiz has been one of my highlights as Vice President so I'd definitely recommend running at least one! Talk to me if you need ideas.

- 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 Vice President (if the Vice President 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 Vice President'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.
 - Ares set the deadline while they were running quiz rounds to a day or two before.
 - Finnbar instead asks for them about a week in advance, so they can audit the rounds and make sure none of them are too difficult (e.g. Magic rounds where you need to know

- the exact name of a card, which are very hard when you don't play Magic). Fun advice: multiple choice can still be difficult but gives clueless people a chance.
- 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. Thomas Bruce created a very handy spreadsheet for this, so you should talk to them.
- 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 was meant to write this, but was unable to so I'm here (Finnbar) to briefly talk about my past experiences.

- Choose a bus from campus that should get to the venue on time, and advertise it. This'll help with fresher uptake. Also make sure some exec from both sides are there to be friendly faces!
- Do stretches beforehand, as otherwise your knees will regret it.
- You can possibly get food afterwards, that'd be nice. But do it informally, especially as people will likely be exhausted afterwards (okay maybe that's just because I'm not that fit).

PG BOARD GAMES IN THE DIRTY DUCK

SECTION WRITTEN BY NIGEL HEATHCOTE (PRESIDENT 2018-19)

PRIOR ORGANISATION

- 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.

BIG RPGs

SECTION WRITTEN BY JON BELL (RPGs REP 19-20)

PRIOR ORGANISATION

- Currently, this has no set date. It has been run once, in February 2020 (Sunday week 5) as this was a date that didn't conflict with the society's other events, or any LAN's ran by compsoc.
- Planning for this needs to begin at least a term in advance as a lot needs to be sorted for the event to run

The Adventure:

- For the first time running this, we used a D&D Epic module from Adventurer's League (DDEP module code). These are not publically available for download online, and must be requested from Wizards of the Coast by filling out an online form including the Code of Conduct for the event (use the society one).
 - See here: <https://dndadventurersleague.org/start-here/events/>
 - If they accept the proposal, they will need to know which module you wish to use. It is recommended you find as much information online as you can about them before making this request (e.g. how they are balanced between roleplay/combat/exploration, how much interaction parties have, what levels of tracks there are). A document containing thoughts on modules already looked over is in the google drive (Events Planning/Big RPGs)
 - N.B.: If you do use one of these modules, they are copyrighted content. Be careful how they are shared, and to remove them from public use once the event is over etc.
- This module (Stardock Under Siege) did come with some problems; missing monster statblocks, not much interaction between parties, and what are apparently common AL writing style issues (e.g. misdescribed rooms, some stilted speech, and checks that don't necessarily make sense). It is heavily recommended that if a DDEP module is used, it is checked over thoroughly before the event to spot potential issues.
 - Additional options may be (time permitting) to homebrew extra missions for the various tracks to make things more interesting and potentially have less crossover (i.e. Two groups completing the same event which, narratively, should only be possible once)
 - Consider the number of tracks carefully; 2-3 seems best for the size of event we can run
- Alternative options include finding 3rd party content (such as on places like DMs Guild, and requiring similar checks as those mentioned above), looking to systems other than D&D, or writing a unique event. Both of the latter come with surgeon general's warnings
 - D&D 5e is by far the most commonly played RPG system; running it makes it far easier to get a) enough players to run the event, as most people know it, b) new people who've only heard of D&D, and therefore will be interested in the society, and c) enough DMs who know the system. Running anything other than D&D may be very tricky to do (something with simple rules would be recommended).

- Writing your own event is a huge task. This isn't a single adventure, but multiple, with different branching options, interaction between groups, interaction with roving NPCs, and trackable progress, as well as needing maps and details of locations, NPCs, and monsters (whose encounters need to be relatively balanced, and ideally have alterations a DM can apply for the varying party power). All of these then needs to be concise and readable by the DMs who will be running it (you are not just writing for yourself but for others as well). Proceed with caution.
- Homebrewing: this should be rare, and carefully managed. Making this event even more complex than it already is to keep track of for everybody is a dangerous thing. However, some allowances should be made as makes sense (e.g. for Stardock Under Siege, given the adventure revolved around an asteroid, a consumable method of surviving in space for a minute was provided via the roving merchant).

Advertising & Ticketing:

- Advertising should start at the same time the event begins to be organised
 - First, advertise for interested GMs, and to introduce the idea of the event. These will determine how many tickets you can sell (e.g. at 5 players per GM, and 8 GMs, that's 40 tickets maximum).
 - Advertise the event itself to players at the time tickets release (and maybe over the holiday before), and continue to advertise until the event itself, or when all tickets are sold
 - As per normal, tell the Graphic Design Officer as early as possible to get pretty looking posters for the event.
 - Be careful advertising too early and having people forget about the event before tickets go on sale
- Tickets should ideally be released around half a term in advance (i.e. if the event is in week 5, release tickets in week 1)
 - Double check everything with the rest of the exec to make sure all proper forms have been submitted. The SU will be slow to put them on sale, so ideally do it well ahead of time
 - Tickets and pricing should be determined as logic demands. A small cost for the ticket does allow for things like food/drink to be purchased, important things to be laminated, and maybe extra resources/props to be bought, as well as discouraging no-shows on the day. As per most major event costs, there should be a reduced charge for society members as compared to non-members.

Organising People:

- As per many of our major events, a Discord was created to organise DMs & players and distribute information
 - This will require some moderation and keeping track of people (liaise with the Web Admin particularly, who should be on all servers).
 - This serves as a good place to distribute rules for the event (e.g. Character Generation Rules, Code of Conduct, etc.), answer questions from players and DMs, and share relevant materials for the adventure around
 - Character Generation Rules: Before opening up for tickets, agree on a strict set of character generation rules. It doesn't need to be harsh in what actual content isn't allowed (i.e. what is specifically banned, should you wish to), but it needs to

be very clear what is and isn't allowed for character creation (e.g. ability scores, books in use, starting equipment). This leads to fewer repeated questions, and makes sure everyone understands what they're doing. (2020 rules can be found in the google drive, along with future suggestions).

- Use roles to keep track of who has and hasn't bought tickets, and individual groups assigned to DMs (they can help effectively moderating their individual groups if you assign them properly).
- Do keep an eye moderating for any pirated content (e.g. reference websites with non-SRD sources), it's more likely to show up here than the main server
- Advertise the server to players at the same time tickets go live, though it serves as a good place to organise DMs, NPCs and any helping Exec before this stage
- DMs: As mentioned above, volunteer DMs should be contacted well in advance of the event. Communicate with them to determine what they would like to run (i.e. what level party)
 - Ideally, the adventure should be supplied to the DMs well ahead of time to give them time to look it over, and make any notes or adjustments they need to.
 - As tickets come in, assign each DM a group of players as and when they are formed
 - For the 2020 event, any DMs who were not yet assigned a team of players were given the 'Non Spoiler DM' role (where they could not read the adventure), and allocated according to preference of how much they wished to DM as groups were formed. This meant the remaining DMs without parties could be folded into being players without having seen any spoilers. This tactic worked fairly well, but if tickets are released very close to the event, this can leave very little time for DMs to read the adventure.
- Players: should be tracked by a spreadsheet when they have bought tickets. Ideally they should be immediately assigned the Player role on Discord, and asked which track they would like to play.
 - Once a group of players for a track is gathered, they can be assigned to a DM. This is currently done on a first come, first serve basis that could be improved on in future.
 - Do think about help for if any non-students turn up (i.e. card access, and nearest toilets)
- Roving NPCs: these are a big mechanic in the adventures, and bring a lot of fun to the event, as well as working as moderators. Talk with LARPerS to find interested volunteers.
 - Double check the adventure to see how many NPCs there are, and whether they will be busy enough. These events can be designed for 100+ players, during which NPCs will be visiting many tables. Consider merging some if it is felt there are too many NPCs.

Organising Supplies

- Make a Costco trip if possible
 - Water: the SU mandates we need water at big events like these, so get 1.5 times as many bottles as there will be people at the event
 - Snacks: get people to bring their own lunch, and the society supply cookies, pastries etc.

Rooms

- YOU NEED A BIG ROOM
- Let me say it again: YOU NEED A BIG ROOM

You need a big room.

- Suitable rooms on campus include Lib1/2 (lib2 is better, and was used for the 2020 event), and OC0.02/4
 - These rooms are difficult to come by, so will need booking as soon as room bookings open in September. The Oculus particularly goes very quickly (and double check that the event isn't going to clash with an Open Day, meaning your booking might get cancelled and/or you'll have random people walking in).
 - Lib2 held 7 tables relatively comfortably (6 people on most, 7 on two), could hold 8. Anywhere beyond this, you will need to split between rooms. Ideally, splitting rooms should be avoided (it makes the event much more difficult to run, unless you maybe have one set of admins/moderators per room), and the event should probably be capped based on this unless you really think you'll have enough players to make it worthwhile (e.g. 5/6 tables per room).
- It's worth considering booking a meeting/gathering place outside of the event room, where people can meet and mingle while you're getting the room ready, and briefing the DMs on any last minute spoilers.

LOGISTICS ON THE DAY

- Make sure all relevant materials are printed and available (including the lines for any announcements that need to be made). Make sure all society resources (flipmats, sourcebooks, dice etc.) are handed back in and available at the event. Make sure you have some way of tracking how the event is progressing (ideally, talk with the Web Admin for a super duper spreadsheet to automatically calculate all the numbers stuff). Code of Conduct must be displayed, banner should be outside, and water should be available.
- Grab your DMs and NPCs before the event starts (ideally get them there early - the event cannot run without them) and give a brief rundown of how the day will unfold, as well as any reminders/changes that need to be updated (e.g. reminding them to advertise NPC spellcasting/shopping services, weird/difficult encounters in the adventure to watch out for etc.)
- Once people are gathered, move them into the room and sit them down at tables, make sure the DMs have all their players, and introduce the event (basics of the day, reminder of please follow the Code of Conduct, reminder of food/water table, and opening speech). Following this, the events typically are timed to a 3 hour general section (where the players complete as many missions as possible to contribute to some larger goal), and a final 45 minute segment to complete the final mission (which is collaborative).
 - Make sure you have some way of gathering all this information in the final phase, and ideally, presenting it to players (along with a clock of how much time they have).
- Double check with attendees at the event before taking photos, but do try and take some for the newsletter/ website etc.
- Background music is something that can be considered for the ambiance of the event, and is nice to have, but shouldn't be too high of a priority.
- Something not done previously, but suggested was having a break halfway through (maybe 2 hours into the main section).
- Consider a pub trip afterwards; the 2020 event didn't have an official one, but several people went along to the Dirty Duck after packing down.

AFTERWARDS

- If you ran a Wizards adventure, tell them about it.

THE ESCAPE ROOM

SECTION WRITTEN BY ARES OSBORN (DRAFT REP 2019-20)

Note: you can see all documents/material that was created for the 2019 Escape Room in the Google Drive (Events Planning > Escape Room > 2019). This has all the in-depth stuff and will be way more informative than this page! Please look there. This is just a summary of things to consider.

SUPER-PRIOR ORGANISATION

- You cannot start thinking about this and planning for this too early. The start of summer is really the latest you want to start thinking!
- You need a theme and you then need to explore the theme.
- You need a team, and a place to talk with said team (create a discord server that can then be repurposed for the players to join later on).
- You need to decide on NPCs
- **You need to decide dates and book rooms. This is super important.**

FAIRLY-PRIOR ORGANISATION

- You need to source props (and start storing them somewhere as you collect them up)
- You need to create costumes
- You need to create puzzles and dedicated props for these
- You need a budget
- You need advertising material
- You need an SU event page with ticketing
- You need to book the pub for afterwards
- You need to think about and buy prizes (trophies: Pocket Workshop)

QUITE-PRIOR ORGANISATION

- You need a briefing talk and someone to brief teams (Alex Dixon did this in 2019)
- You need someone behind the scenes to work control (Thomas Bruce did this in 2019)
- You need to sort a dedicated team of people to help all day with set up
- You need a discord server for people to join when they buy tickets
- You need a schedule for teams to sign up to

ON THE DAY(S)

- You need to do all set up in a single day, probably. You'll need lots of help lifting.
- The actual thing will be over one day (consider doing it over 2).
- Control and briefer need to make sure the NPCs are fed and watered
- For pack-down, enlist as many people as you can. You might need to do it in a rush, so bear this in mind. Also bear in mind the clash with the pub trip.
- Prize giving at pub trip.

AFTERWARDS

- Rest for a few days. You'll need it.
- Write a debriefing document to help those doing it the next year.

MEGAGAME

SECTION WRITTEN BY FINNBAR KEATING (VICE PRESIDENT 2019-20 AND ACCIDENTAL EVENT RUNNING EXPERT)

Note: you can see all documents/material that was created for the 2019 Megagame in the Google Drive (Events Planning > Megagame > 2019). This has a few extra things to look at, such as guides written by actual experts on running Megagames, how to introduce Megagames to people and some of the planning that went into the game. It also includes the resources now owned by the society for running one such Megagame, Watch The Skies.

SO YOU'VE MADE THE MISTAKE OF DECIDING TO RUN A MEGAGAME

It's okay, we all make mistakes. Luckily, this is one of the fun ones - it just requires quite a lot of work to get done! We've run one Megagame as a society so far, and it was an incredible success (I still remember it well, every last mad decision from two people accidentally revealing the existence of aliens at the same time in different rooms, to the bit where Japan's military officer was casually assassinated). It will be chaotic, it will be exhausting, but there'll be stories for weeks, or even months, to come. So, uh, no pressure.

STEP 1: VERY PRELIMINARY WORK

First, you should assemble a crack team to prepare the game and actually run it on the day. This can include exec and non-exec, but will require at least one exec for submitting the event details and liaising with the rest of the exec. Most of the preliminary work can be done by only a few people, but it would still be wise to assemble a team now. Note that anyone in this team is very unlikely to be able to take part in future editions of the same megagame due to knowing all of the content. Make sure to stress this - once someone becomes a member of Control (an organiser), they can no longer drop down to being a regular player.

You should split this crack team into roles. For the 2019 Watch The Skies, we had Callum and myself as lead organisers (not just because each document requires signatures from the President of the society and a specific Event Organiser...), and were responsible for all the Fun Admin. Then the remaining Control roles were doled out (me talking Map Control, Callum taking Game Control, Jon taking Science and so on). The latter will depend on the game you are running, of course.

Then, choose which game you are running. The game we've run in the past is Watch The Skies - which is well documented online and easy to purchase. Going for a game which there is lots of online discussion about helps advertise it to new players. Shut Up and Sit Down's video on Watch The Skies was fundamental in showing players what a megagame is and why they want to try one. Even if you don't end up running Watch The Skies, I'd still use that video as advertisement, even if it is alongside some other content more specific to the game that you're running.

Finally for this step, create a budget. Every megagame will require money to run, whether it's as cheap as buying snacks and water or as expensive as buying a full battle map and props for every player. While you will no longer need to fill in an Event Planning Pack so technically no longer need to budget, writing a budget is really important for this. Work out all of your expenses - stuff like the cost of the actual game, any props, food and so on, then work out a rough ticket price based on this.

STEP 2: ROOM BOOKINGS AND ADVERTISING

With your game (and expected player count) in mind, it's time to book rooms! Here's a friendly table for your consideration. Remember that you're also gonna have to consider the number of rooms you need as well as expected player count - for example, in Watch The Skies, you specifically need four rooms (general room, aliens, science, UN). Book these rooms for as long as you can get them - not just the time that you've advertised that you're running for, but set up time and pack down / eventual overrunning time.

Room Set	Comments
B2.0x rooms	A nice set, can have B2.02 as your main room and the rest as auxiliary. Means no carrying stuff to the room on the day. B2.04/5 can be separated, but don't expect soundproofing between the two rooms. B2.02 is a small main room, though.
WTx rooms	We used these last year. WT1.04/5 is a fantastic main room, and the other auxiliary rooms are nearby. Also has sinks in the rooms, which is good in the current (coronavirus) climate. Only issue is that it's in Westwood.
OCx rooms	Big, close together and very fancy. Could book OC0.03 for an intro briefing and endgame briefing, although that would require some people to not be there to guard the other rooms (full of set up stuff).

It is not going to be an exciting megagame without players, and as such you need to advertise it. Get your friendly local Graphic Design Officer to create a poster, add the dates and times and submit the ticketing request form as early as you possibly can. Create a Discord server that players can join, and once they've bought their tickets, you can give them roles that match the role they've gone for. Have a channel for each team and whatever other groupings are needed - for Watch The Skies, we had a channel per country, a channel for each role and a few extra channels for good measure.

Make it clear in the advertising that you need to buy tickets and sign up in advance and that you must arrive on time and ready to go - it's not a drop-in event, it's a commitment. Obviously if people get ill or otherwise have a bad time you can't fault them and can help them as best you can to get their ticket money back, but the advertising needs to be blunt about the day's schedule so you can

STEP 3: THE FUN BIT WHERE YOU CUT OUT EVERYTHING

With people buying their tickets, you now have money to work with! Start buying and printing out everything. Expect at this time to have to cut out roughly a billion cards - we sleeved them with random Magic cards at the back. This is how you relax after exams, right?

At this point, if you need to make any changes to the game, such as creating new story where the old story has already been revealed to people (either via advertising material or previous games). At this point each member of Control should have a strong understanding of their part of the game so can contribute as to how their part of the game will be affected by some bit of story.

During this time, keep track of exactly who's signed up and for what roles. Distribute the story that you have to hand, but make sure to give players enough time to actually digest this information, so don't be writing it two days before!

STEP 4: NOW YOU'RE ~~THINKING WITH PORTALS~~ RUNNING A MEGAGAME

With all of this preparation done, you're nearly there! If you've decided to buy snacks and water, you should do that the day before - persuade your local friendly person with a car and Costco card to drive you to Costco to do that. Make sure all of the resources you need are in easy reach, and that you get a good night's sleep!

On the day, you'll likely have to get up early. Grab all of your stuff and have Control meet at the venue as early as is reasonably possible. Do not rely on creating any last minute resources that morning, as you will have too much other stuff to do. Set up tables and get ready to brief everyone. I recommend you advertise an early start with some teaching time so players can get used to the mechanics and general understanding of how the game is run - most players (and most of Control!) will have never played a megagame before so will be lost to start off with.

Here are some miscellaneous tips about running the game on the day.

- Put a timer in each room, and sync them up to the best of your ability. Time is always a factor in these games, and it is very important players are aware of it.
- If the situation arises that everyone is entirely lost, however (for example, due to an impossibly long UN meeting), reward extra time. Don't reward too much extra time however, as you still want the stress of the game to happen.
- While you likely haven't run a megagame before, use your judgements. If following the rules to the letter will make everyone's experience awful, don't do it. You may not be an expert in megagames, but you are an expert in games in general. The aim is for a fun experience, not one that follows the rules to the letter.
- Encourage deviation from the static game rules. Megagames aren't big board games like Here I Stand, but more mad collaborative RPG experiences. Let people do strange stuff.
- Allow players to make announcements, news reports, whatever. As Control, you are there to facilitate the game, not dictate it, so play around with what players are doing. Players need a BBC news reporter to make their epic announcement? Sure thing, send a Control to be that reporter. Want to mess with a big dramatic move that some team thought they could get away with? Act as an NPC that's significantly affected by the move, and get them to answer for it.
- Have fun and embrace the chaos. Seriously.

At the end of the game, you should do a debrief in which you tell all the players what was going on, and each of the teams can come to terms with what they've done. Open up the Discord channels, see what happens. People will probably go to the pub afterwards to further talk about their stories, and create

wonderful new memories of the mess they made that day. You did that. You helped create those memories. Be proud of yourself.

STEP 5: MANDATORY REST BREAK

Take some time off. You'll need it. You've just done a lot of work. The last bits you'll likely have to do is submit some money request forms and be happy.

Watch The Skies 2019 was an enormous success, so the best thing to think about is exciting things to add to future editions. Some ideas off the top of my head (most of which are specific to Watch The Skies):

- Film the event, so all of Tabletop can see the carnage that went on that day.
- Give the news reporters a full news show slot for a minute. Let them do what they want with it, just make sure they have access to PowerPoint and the BBC News theme.
- Encourage more role-playing elements, possibly via the removal of some cards. There were only assassinations because a team found the one assassination card. You could also provide a general guide to how to play a megagame well - some teams suffered during the 2019 edition because they were unsure what to do and just tried to prop up their economy with the minimal mechanics the game provides.
 - Rebalance technologies slightly. Some of them did nothing.
- Improve drop rates of technology cards. During the 2019 edition, we improvised this on the day because teams were struggling for tech cards. Would recommend.

If you have any issues, contact me and I'll be happy to offer some guidance.

ONLINE MEGAGAMES

Basically all the above, but even more so. Don't build an excessively complicated Python Discord bot that crashes frequently. Save yourself the hassle, and consider the online implementation of Den of Wolves instead.

GENERAL MEETINGS

SECTION WRITTEN BY FINNBAR KEATING (VICE PRESIDENT 2019-20 AND ACCIDENTAL SU BY-LAWS EXPERT)

AAAAA! GENERAL MEETING (INTRODUCTION)

At the end of your exec's term, you (okay, mostly the society Vice President) are going to have to run an Annual General Meeting, or AGM, to elect a new exec and put motions into motion so that the society can continue to grow. Unfortunately the Student's Union has a lot of rules that you need to follow to do this, *and these rules change year-on-year*. The important document to consult as of September 2019 is **Regulation 9 (Clubs and Societies)**, which can be found on the Governance section of the SU website. I hope. Who knows, they might have moved it.

Sometimes the excitement of one General Meeting a year is not enough, and you have to run extra Extraordinary General Meetings, or EGMs. Fun fact: nobody actually knows what EGM stands for - some people say Emergency, others say Extraordinary, and I said Egg at that one EGM with the egg tombola (more on that later). These EGMs are necessary if a member of exec stands down or if urgent motions (such as rewriting the constitution...) need to be put to the membership as soon as possible. Avoid holding EGMs as much as you can as they require a lot of effort!

I LOVE DEMOCRACY (RUNNING GENERAL MEETINGS)

The work of any General Meeting can be split into three parts, which we'll look at now: what happens before the meeting, what happens on the day and what happens afterwards.

THE FINAL COUNTDOWN (BEFORE THE MEETING)

Here's a brief timeline of exactly when stuff should be done, which will be explained in more detail shortly. Notably you must start advertising any General Meeting at least two weeks before, including all the roles up for election (if any).

- **As soon as possible:** Start advertising the meeting, and set up threads on the website for motions and manifestos to be posted.
- **Two weeks before:** To be allowed to vote, propose motions and stand for exec in the General Meeting, you must have been a member by this point. Make this very clear.
- **One week before:** Publish all of the motions received that change the constitution, sending them out to the membership. Create a thread for amendments to those motions.
- **One day before:** Assemble the ~~death star~~ powerpoint with all the motions and/or exec roles on it. Really you should probably do this as the motions and exec manifestos come through, but that relies on you being organised, so...

RELEASE THE HOUNDS (SETTING UP)

A big theme of organising a General Meeting is getting enough people to turn up, and picking when to run it is fundamental to that. In the past we have run it from 6-8pm during a boardgames session, as that's when most people turn up for an event anyway. People may get annoyed that their favourite event is being paused for a boring meeting, but remind them that the entire future of the society is at stake and they can lose two hours of boardgames to avoid the next 232 of them being cancelled³.

As soon as the details of the meeting are decided, start advertising it. I cannot emphasise this enough - general meetings are a hard sell to the lay membership, but you need enough people to be there to make quorum otherwise the meeting cannot count (and you'll have to arrange another one). Make it very clear when and where it is. A Facebook (shudder) event is good for this.

You should also make the exact quorum very clear once the membership numbers are fixed - it is a fraction of the membership, the exact value of which can be found in Regulation 9. As of September 2019:

Quorum, 1c. Membership between 201 and 400 inclusive shall be subject to a quorum of 8%.

All of this can be shown in an AGM FAQs document - Ares did an excellent job on their one for the 2019 AGM, which you can hopefully find on the forum (<https://www.warwicktabletop.co.uk/forum/thread/252/>). Don't take it as gospel (as the SU rules may have changed), but those are exactly the sorts of questions you should be able to answer about a general meeting, and you should probably publish or link to a similar document.

The other thing you need to do is set up a website thread for people to post their exec manifestos and motions - an example can be found on our website (<https://www.warwicktabletop.co.uk/forum/thread/253/>). Keep mentioning the date/time/location of the meeting!

MOTIONS (IN THE OCEANS)

There are two flavours of motion: those that change the constitution and those that don't. Mmm, tasty. Either way, they should be followed as is shown in the following example motion on Hats:

On Hats

The Society Notes:

1. That very few members routinely wear hats to games meetings

The Society Believes:

1. That hats are easily and cheaply obtained from many retailers
2. That hats add a jaunty air to proceedings, and encourage good cheer.

The Society Resolves:

³ 29 boardgames sessions aside from the AGM one times eight hours.

1. To require each of our members to wear at least one hat during the boardgames session.

That is, we have The Society Notes (facts relating to the motion), The Society Believes (reasons for the following actions) and The Society Resolves (what we're going to do about it).

Motions require a proposer and a seconder who must both be standard (not associate) members of the society. The seconder can be identified on the day.

I'VE ALTERED THE DEAL (CONSTITUTION-CHANGING MOTIONS)

"I've altered the deal... pray I don't alter it further" - The SU when adding rules on motions that change the constitution, probably.

The SU mandates that all constitution-changing motions must be sent out by one week before the meeting so that people have time to read and think about them. Unfortunately this means that you can't have any more new constitution changing motions once this is done - if any are proposed on the day, they can be voted a week afterwards but only electronically. (This was on the recommendation of the SU Democracy Team, in Term 3 2019.)

Notably you are allowed to have amendments proposed all the way up to the day before - you should create an amendments thread on the website for this purpose, so everyone can see the purpose. On the day these amendments should be debated like any other. (This was also on the recommendation of the SU Democracy Team, in Term 3 2019.) Amendments that aren't factual or grammatical cannot be proposed on constitution-changing motions after that deadline.

The best way to send all members these motions is using the SU's email system, because that will allow you to send an email to all members (rather than just hoping they see a Facebook post etc). The Co-Op Officer should do this, and you'll also get to watch them cry as they have to use the SU email system which is probably also a plus.

Oh and also if your General Meeting contains *any* such motions, quorum is multiplied by 1.5. Good luck getting all the extra people.

THE DEATH STAR PLANS (THE POWERPOINT)

In past General Meetings we've used a slideshow of some description to remind people of the roles and responsibilities of each exec member as they're elected (as well as the names of the people who are running), the exact text of motions and so forth. There will definitely be examples of these on the Google Drive for you to peruse, but this should be a useful tool for the Returning Officer to keep the meeting going and take notes on what happens.

I AM THE SENATE (THE RETURNING OFFICER)

You should choose a Returning Officer that knows the procedures of such a meeting (usually an outgoing President or Vice President in the case of an AGM) to run the meeting. There are SU rules on who this should be - currently Regulation 9 states that "votes should be counted by a current member

of the Society or Club without a conflict of interest". If there is a real problem getting such a person, the SU can provide someone to run your meeting.

DOOMSDAY (ON THE DAY)

Once you've got everyone in the same room and have got quorum, it's time to actually start the meeting! Woo. Below is an overview of the Orders of Business for an AGM - an EGM will have a similar agenda but possibly with bits missing.

- Introduction
- Society update (AGM only)
- Voting rules and procedures
- Motions
- Comfort break
- Exec elections
- Any other business
- Election results
- Wrap-up

Most of these are pretty self-explanatory, but let's go through some of the points in more detail.

MOTIONS

For each motion, the following should be done in order:

- **Motion Called** - the motion is read out and the proposer and seconder identified.
- **Motion Debate** - the motion is discussed.
- **Motion Amended** - an amendment may be suggested to the motion. If so, the amendment is voted on and we go back to debating the motion.
- **Public Vote** - once there is no more discussion (or the Returning Officer deems that the discussion is no longer pertinent), everyone votes and the motion is either passed or not.

Standard procedural motions apply, which are as follows:

- **Not Be Put** - if this motion is put (by a proposer and seconder), then a vote is had on whether this motion should be voted on at all. This may be because it is trivial, inappropriate for voting on by the membership or has legal/constitutional issues.
- **Now Be Put** - if this motion is put, then a vote is immediately had on whether we've been discussing this motion too long. If it passes, there is immediately a vote on the motion that was being discussed.

EXEC ELECTIONS

For each position being elected, the following should be done:

- **Call for candidates**
- **Speeches/manifestos** (in a randomly decided order)

- **Questions and answers** (questions may be asked to a specific candidate or all candidates)
- **Paper ballot**
- **Vote counting** (using Single Transferable Vote as of September 2019)

Results may be given whenever is convenient, since vote counting takes a long time and usually candidates don't run for multiple consecutive positions. This is at the discretion of the Returning Officer. Needless to say results should be given before the end of the general meeting.

SPICING THINGS UP

"Oh no! Kamek has sorceled up the Bad Luck Spaces!" - Toad, in Super Mario Party, after Kamek "spices it up a bit" in the last few turns of the game.

I may have just quoted that because *oh my goodness sorceled is an actual real-life word* but also because there's an important lesson to be learned? Spicing things up makes Mario Party more fun, and it'll make a general meeting more fun too! Earlier the Egg General Meeting (2019) was briefly discussed. This meeting included the Egg Tombola⁴, a simple game where everyone got a numbered ticket⁵, and after each motion was discussed and voted on a numbered egg was drawn and the owner of that ticket got a chocolate.

This had the surprising positive effect of actually getting people more invested in the General Meeting, so I'd suggest spicing things up in future meetings as to keep people interested. Don't make these extras too long though - they should not slow down the actual meeting too much as people will probably just be wanting to get it done.

THE MASCOT

At every AGM a new mascot for the year is chosen. By virtue of it being a joke role, we don't have to listen to the SU's rules on this, hooray! So you can elect a mascot however you'd like. How we've done it in the past, however, is as follows: collect suggestions for the mascot at some point just by asking people, and then have a simple hands-up vote (which can include non-members) allowing people to vote multiple times. The best mascot wins.

THE AFTERMATH (AFTER THE MEETING)

Unfortunately there's no rest for the wicked as there's still stuff to do after the meeting. Fortunately it's not much - you need to publish the results within three working days of the meeting to all members. This should be done on Facebook (to the main page) and the forum. Remember to include all motions discussed, whether they were passed or not (and any amendments if so), and all new exec - you should be able to get all these details from your Returning Officer!

Then finally, you may rest. Until whatever you next have to organise.

⁴ To everyone who was there: yes I know it was really a raffle but it just didn't sound the same okay.

⁵ Yes I know this sounds like a raffle.