

LIST FIELD SET UP FOR A KINGDOM EVENT

Revised July 6, 2017

This article is aimed at assisting the event planning team in layout and design of (combat) List Fields for a Kingdom event.

IMPORTANT NOTES: *The Kingdom does not own List Field stakes, ropes or dags. The hosting branch will need to use their own or make arrangements to borrow those items from other branches. Pavilions on the List Fields should be period. Please DO NOT change this layout without first receiving approval from the Kingdom Events Deputy.*

GENERAL LAYOUT (also see map on page 3)

- 8 List Fields. The size of 40' x 40' is ideal and is **preferred**. The absolute minimum safe size is 25' x 25' per field.
- Corridor down the middle (required), between the Kingdom Pavilion and the List Boards, 15' - 20' wide. Corridor across the List Fields in the other direction is **preferred** but not required.
- Walkway around the List Fields between the Fields and the pavilions, 15' - 20' wide.
- A 20' emergency access road that runs around behind the List Field pavilions. If it's not possible to have a road around all four sides, at a **minimum** there should be two – a road behind the Kingdom Pavilion and another behind Lists.
- Minimum of 2 (4 preferred) access points into to the Walkway from the emergency access road, 15' - 20' wide (corners are common).

PAVILIONS AROUND THE LIST FIELDS

Space around Kingdom List Fields is often at a premium. Set a deadline date (and publish it well) for List Field Reservations. Before the deadline date - all requests should be handled by the precedence list below. After the deadline date - all those after Hosting Branch (Other Branches, Royal Peers, and Everyone Else) can go to a first-come, first served basis. (See page 2 or the layout map for dimensions of the Kingdom and Officer pavilions.)

List Field Space by Precedence (1 - 3: always allow space; 4 - 6: check before releasing space; 7 - 9: by reservation as space allows)

1. Kingdom Pavilion

- if possible, should face north or south (not east or west) to prevent the sun from being directly in the eyes of the Royals or the populace during Court. Avoid placing general populace camping or merchant's row behind the Kingdom Pavilion to ensure privacy for Their Majesties and for peerage meetings.

2. Kingdom Seneschal

- goes directly beside the Kingdom Pavilion with a 5' corridor in between the two; does not matter which side of the pavilion.

3. Kingdom Officers and Other Required Space

- List Boards (required position: directly across from Kingdom Pavilion, with Lists and Heralds on either side)
- Lists (required position: beside List Boards)
- Field Heralds/Black Lion (required position: beside List Boards on other side of the List Boards from Lists)
- Water Point (preferred position: close to Lists/Field Heralds/Black Lion; local branch provides shelter and water)
- Earl Marshal, Field Marshal
- Family Activities (no designated position - consult with Family Activities Deputy as to placement if applicable - see pg 2)
- Arts & Sciences
- Consulting Herald (Preferred position is next to or behind the Field Heralds' pavilion, but ask Black Lion to confirm.)

4. Principality Pavilions

- placement is closest to the Kingdom Pavilion (after Kingdom Seneschal) and by precedence: Summits, Tir Righ.
- always reserve space for Principality pavilions until you receive confirmation that space is not required – if the Principality does not contact you, contact the Royal Liaison for that Principality reign to confirm if their pavilion is coming.

5. Kingdom Heavy Champion

- reserving space is up to them, but a courtesy call from you or your staff to confirm if space is needed is also an option.

6. Hosting Branch

7. Other Branches

- as space allows, on a first-come, first-served basis

8. Royal Peers

- as space allows, by precedence up until the registration deadline; after deadline, on a first-come, first-served basis

9. Everyone Else

always allow space

check before releasing

by reservation

THOSE TO CONSULT/LIAISE WITH

- Their Majesties or Their Royal Liaison, and Their Royal Highnesses or Their Liaison (if there are heirs at the time of the event)
 - check with Royalty or their Liaisons to make sure that they are fine with the standard layout or if they have something else in mind; conversely, if the site limitations are such that an alternate layout is necessary, they need to know this.
- The Principality Royalty or Their Liaisons
 - check with Their Highnesses or their Liaisons to find out of the Principality pavilion(s) are coming and what space is required.
- Kingdom Earl Marshal
- Kingdom Lists
- Kingdom Chamberlain/Kingdom Teamster
 - The Kingdom Teamster must consult with the event steward and give estimated time of arrival - please contact the Teamster if they have not been in touch. The Event Steward shall give the teamster an updated site map indicating placements (the Teamster is NOT responsible for setup and tear down). Officers traveling to the event may not arrive until late, or may not know how their pavilion sets up. Event Stewards - please put together a set up and tear down crew for Officer pavilions, and communicate with the Officers to see if they can bring people and when they are arriving.
- The event team's Site Layout person
 - work with the site layout person on where the Royal encampments and merchants will be to keep them close to the list fields.
- The event team's person in charge of portable toilets
 - work with the person in charge on portable toilet placement around the List fields. At a *minimum*, there should be a bank of 2-3 portable toilets on the road that runs behind the Kingdom pavilion (place the portables close to but not directly behind the pavilion), and another bank on the road that runs behind Lists/Heralds.

In every bank of portables there should be at least one handicap portable.

KINGDOM, PRINCIPALITY AND OFFICER/REQUIRED PAVILION DIMENSIONS

Pavilion	Without Ropes	With Ropes	Location
Kingdom Pavilion	30' x 20'	38' x 28'	Center of the list fields, facing north or south
Summits	unknown	unknown	Next to the Kingdom Pavilion, after Seneschal
Tir Righ	15' x 25'	20' x 30'	Next to the Kingdom Pavilion, after Summits
Kingdom Seneschal	16' x 20'	21' x 25' (est.)	Next to the Kingdom Pavilion with 5' corridor
List Boards	10' - 15' x 10'		Directly across from Kingdom Pavilion; allow 10' - 15' for the boards and place Lists and Field Heralds on either side.
Lists	16' x 20'	21' x 25' (est.)	Beside List Boards
Field Heralds/Black Lion	16' x 24'	21' x 29' (est.)	Beside List Boards on other side from Lists.
Water Point	varies	varies	Preference: near Lists. Local branch provides shelter
Earl Marshal	unknown	unknown	No designated position, consult with the Officer
Arts & Sciences	16' x 20'	21' x 25' (est.)	No designated position, consult with the Officer
Family Activities	15' x 25'	20' x 30'	No designated position, consult with the Officer
Consulting Herald (Aestel)	16' x 20'	21' x 25' (est.)	Typically next to Field Heralds, but consult with the Officer.

ROYAL ENCAMPMENTS AROUND THE LIST FIELDS

When planning the site layout, reserve a default space of 150'x150' for the An Tir Royals and 100'x100' for each of the Principalities. Every effort should be made to liaise with the royals' camp coordinators to confirm the **actual** area needed for each group, but this guideline should avert possible issues. Should all of the reserved space not be required it can be used for overflow.

portable toilets - there should be at least one bank near (but not directly behind) the Kingdom pavilion.



Royal Camping - consult with the King and Queen as to preferences, but generally the An Tir Royal Camp should be as close to the Kingdom Pavilion as possible, followed by the Principality Royal Encampments being as close to the list fields as possible. Default space: An Tir, 150' x 150'; Principality, 100' x 100'.

Principality pavilions next to Kingdom Pavilion by precedence (1. Summits, 2. Tir Right)

TIR RIGH
20' x 30'
with ropes

SUMMITS
[approx]
20' x 30'

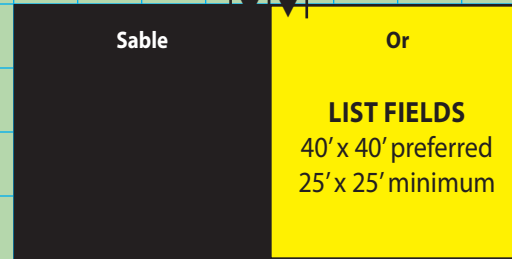
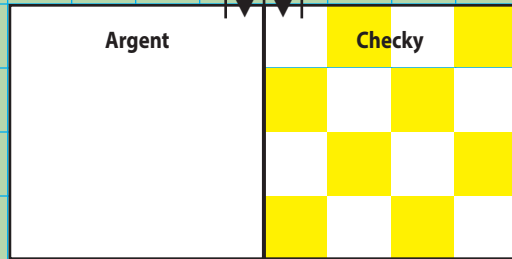
KINGDOM PAVILION
38' x 28' with ropes
(30' x 20' without)
Ideally should be set up facing North or South, not East/West

KINGDOM SENESCHAL
21' x 25'
with ropes

required position

required position beside Kingdom, but can be either side

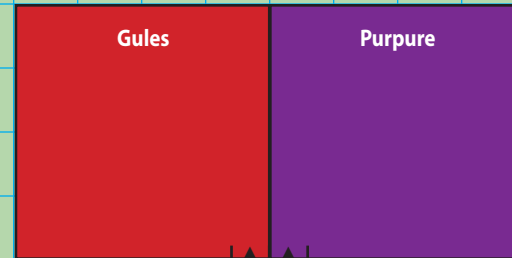
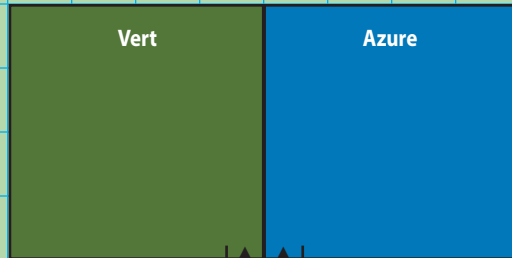
15' - 20' walkway around List Fields - **REQUIRED**



Family Activities
20' x 36'
with ropes
no designated location - consult Family Activities Deputy. Note: if no deputy in place, pavilion is not used.

15' - 20' corridor - preferred

15' - 20' corridor - **REQUIRED**



no designated location - consult Champion

Heavy Champion
dimensions vary

no designated location - consult Officer

A&S
21' x 25'
with ropes

EARL MARSHAL/ FIELD MARSHAL
varies

no designated location - consult Officer

Consulting Herald
21' x 25'
with ropes

preferred position

FIELD HERALDS (BLACK LION)
21' x 29'
with ropes

required position

LIST BOARDS

allow 10'-15' between Lists & Heralds

LISTS
21' x 25'
with ropes

required position

WATER
dimensions vary

preferred position

hosting branch provides water and shelter

portable toilets



15' - 20' access to walkway (minimum of 2 access points, preferred 4-corner access common)

Have a 20' emergency access road behind the list field pavilions. If not all sides, at a minimum there should be a road behind the Kingdom Pavilion and a road behind Lists.

Merchants - ideally, it is good to have the merchant area across one of the roads around the List Fields so they are close by - just not behind the Kingdom Pavilion to allow for privacy for peerage meetings.