Silver Leaf Renaissance Faire™

Volunteer Handbook



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Greetings, Huzzah, and welcome to the realm of Silver Leaf! The people of the realm are overjoyed that you have decided to aid us in creating our fanciful province of merriment and no little mayhem! The following information is intended to help you fit into the faire. Please take a few minutes to read through the enclosed information. Please keep this handbook with you and bring it to all Silver Leaf events! Again, our deepest thanks for your time and energy as you prepare thyself for merriment within the realm of Silver Leaf!

So, what is a Renaissance Faire?

American "renaissance" faires are a lively, humorous conglomeration of art fairs, performing art festivals, historical reenactments, and theme amusement parks. Most do not attempt to present an accurate picture of any true historical period. Rather, they seek to entertain the visitor to the faire through elaborate costuming; whimsical street theater; uproarious staged skits; lively music; intriguing games; interesting food; delightful crafts; knowledgeable demonstrations of period skills and information, both factual and fanciful; as well as a variety of other irrepressible adventures. By combining all of these items in a fanciful way, "renaissance" faires evoke the "Magic" of the Middle ages; sending its visitors home with smiles upon their faces and warm memories in their hearts.

Humor at such faires is usually broad, relying on sight gags, puns, and outrageous characters to catch the guests fancy. Food served at these events might carry such exotic names as "Dragon Legs" or "Rat on a Stick" instead of the more mundane turkey drumstick or corn dog. The people inhabiting faires such as Silver Leaf run from "rat-catchers" to "royalty" and these folk always have an interesting tale or two tucked up their sleeves.

A long time ago in a far away land…

The Silver Leaf dream itself began taking shape in late 1991 with the actual event occurring on August 29 and 30, 1992, at Scotts Mill Park. More than 247 guests attended that first faire and those of us who took part in that event found ourselves exhausted but having had the time of our lives. In 1993, Silver Leaf moved to River Oaks Park. This faire was also a one weekend event. Attendance at the second annual faire was more than 750. More than 3800 people, from as far away as Seoul, Korea, attended the 1994 version of the faire which featured live contact jousting for the first time as the magic continued to ripple into larger and larger circles. Silver Leaf has continued to grow, and is now a **five** weekend event! Attendance has soared to over 30,000 since those humble beginnings!

Getting Comfortable

One of the easiest ways to become part of Silver Leaf is to come meet with the experienced members of the "troupe". The pre- faire meetings will help you get ideas for "garb" (your costume). For those of a theatrical bent, roles and ideas are welcomed and encouraged! If one is new to the faire, there are many different things to do, and your special skills will be appreciated wherever you decide to use them! Helping out before and during faire will help you learn the many roles the volunteers of Silver Leaf play.

Working during faire will likely be much easier than you think! Silver Leaf gives you the opportunity to step out of your everyday life, and live in a land of magic, if only for a little while.

Whatever role you choose to play, or job you choose to do in Silver Leaf, it is important to keep in mind that one of the goals of Silver Leaf is to entertain, and educate our Guests in the realm. It is our wish to assure that every Guest who comes to Silver Leaf leaves with a light heart and a fond memory. All in the land of Silver Leaf should treat those they come in contact with dignity and respect, and expect no less in return. Remember that Silver Leaf could not exist without our volunteers, and the patronage of our most honored Guests!

The Possibilities are endless…

The ways to help out at Silver Leaf for those with talents both artistic or thespian are many and varied! Both public performers for staged presentations, and those willing to interact with our guests in street theater performance are always welcome at Silver Leaf.

The faire is also in need of those willing to accept the challenge of the less glamorous jobs, which may include selling or taking tickets; answering questions; parking cars; picking up trash; set up and strike of faire stages and equipment; and many other jobs large and small which makes an event like Silver Leaf work. All this must be accomplished while helping to set the "Middle ages" theme of the faire. Whatever you choose to do, it is vital to keep in mind that positive interactions with our Guests, Both Lords and Ladies, is a very important part of the Silver Leaf experience.

Expectations of Volunteers

In exchange for the privileges of a SLRF volunteer:

- Free Admission to Faire
- Access to offstage areas closed to the public
- Exclusive volunteer gifts
- Friend of Faire Meetings
- The Silver Leaf Trainings (as available)
- Special Events
- Right to walk in parades as a representative of SLRF

A volunteer is expected to:

- Work 4 hours each day of faire*, or
- Work 2 hours in parking each day of faire*
- Assist with Set up and Strike***
- Attend at least 2 Friends of Faire Meetings
- Have appropriate garb**
- Follow the SLRF Rules of Behaviors and Etiquette
- Follow instruction from SLRF management
- Promote SLRF in a positive manner
- Respect and assist guests of SLRF
- Carry official SLRF ID, and display ID **while on shift**.

Rules of Behavior and Etiquette

To insure "faire" behavior, Silver Leaf finds it necessary to provide the following guidelines for those wishing to become citizens of our realm. Heed these well, least you find yourself forever exiled from the realm of Faery.

Grooming: While Silver Leaf recognizes that bathing was not a popular pastime in the Middle Ages, it is requested that while in the realm those who would be Silver Leafers of whatever ilk avail themselves of frequent and liberal applications of soap, water, and some form of preventative (deodorant) to lessen the possibility that we might offend the more delicate sensitivities of our admiring public and those with whom we must work.

Hair of whatever variety should be clean and neatly trimmed or styled. Special dispensations may be given in the case of trolls and other such creatures but the remainder of us should attend to keeping ourselves presentable.

Clothing : Battles and jousts not withstanding, clothing should be neat, clean, well maintained and in keeping with the character of your persona. It should also assist you in reproducing as much as possible the look and feel of Silver Leafs theme. Also, even though our realm abounds in magical incidents, pains should be taken to avoid modern mundane clothing, such as blue jeans, athletic shoes, and sandals or any other clothing with brand names visible so that we may more easily create the feel of a "renaissance" faire. Clothing should not be inappropriately revealing. Shirts and shoes are required at all times on site.

Manners : Every visitor to the realm of Silver Leaf is considered to be "noble born" by all Silver Leaf Volunteers and personnel. Grovel before our visitors if you will, But be sure to treat each and every one with the respect they deserve, as honored guests to our realm. Always bow or curtsey to the Queen and Nobles of Silver Leaf, and any Visiting Nobility.

Children -- Parents will maintain careful watch over their heirs to insure their survival during all Silver Leaf activities. If you chose to bring your children to Silver Leaf or one of its events, the responsibility for the behavior, safety, care, and welfare of

those children belongs to you and only you, and should not interfere with the expectations of your shift or commitment to SLRF Productions, Inc.

Smoking: Silver Leaf performers, volunteers and others acting on behalf of SLRF should refrain from smoking modern devices (including cigarettes) during faire hours while in garb and on stage.

Weapons: A weapon is any object that by design is intended to inflict damage on property or persons or intended to imitate objects that are intended to inflict damage. **All weapons MUST be PEACE TIED at ALL TIMES.** If a weapon cannot be peace tied, please, leave it at home. If you have further questions, please contact the Volunteer Committee , General Manager, or Assistant General Manager. Those with weapons which are not peace tied will be asked to secure their weapon or leave the Faire grounds.

Pets: Are not allowed on the Faire grounds unless identified as a "Certified Service Animal" for Handicap Assistance. or part of a specific exhibit / display with permission from the Site Director and approval of the General Manager.

Entrance to the Faire: Should always be through the service entrance during faire hours. Volunteers, performers, and vendors are PROHIBITED from entering or exiting through the Patron gate during faire hours.

Camping on site: Please contact the Site Director. Special rules and or charges may apply.

Emergencies: During an emergency, the duly designated authorities of SLRF will provide direction and instruction. Volunteers will obey all instructions by said designates. Check with the volunteer coordinator or Site Director for further information **If you witness an emergency or need assistance *Please, do not call 911.* Notify the Silver Leaf EMTs or A member of the Silver Watch. If deemed necessary, they will call the proper authorities.**

Alcohol or other mind altering substances: While on shift, or displaying a name badge, volunteers are not to partake in any alcoholic beverage. Volunteers who report to shift inebriated or impaired due to any substance will be asked to leave the site. **Use of**

illegal substances will be reported to Law enforcement authorities.

Scheduled Shifts: Volunteers are expected to sign up for the areas and times they wish to work before the Faire begins at Friends of Faire meetings. If you cannot make a shift which you signed up for, please contact your Area Team leader as soon as possible. It is your responsibility to find a acceptable replacement for your shift.

Guest relations/ guidelines for interaction with the public

(During faire or when representing SLRF to the general public at events)

- Assume that everyone you speak to at faire is a paying customer, and give them the respect deserved a visiting noble.
- If you are in sight of one member of the public, you are "**On Stage**"!
- Be alert to the needs of these gentle folk! Go out of your way to make their experience of Silver Leaf one they will never forget.
- If you are asked a question you cannot answer, please find someone who can answer it or direct the questioner to someone who can.
- If a patron has a problem you are not comfortable or qualified to assist them with, please make sure to find someone who can resolve the situation.
- If you are asked to identify yourself by a patron, do so.
- If you are not on shift or not prepared to be on stage and in character, **do not display your name badge**!
- You must display your name badge when working your shift!
- Do not ask for, or accept tips of any kind at any time!
- Do not forget Silver Leaf could not exist without our patrons!

Talking with the Media

As our faire grow and develops, from time to time you may encounter people representing various media outlets. Please, if you encounter the media on site, notify the Promotions director as soon as possible. The Promotions/Marketing directors , The General Manager, or The Board President are the only persons authorized to represent Silver Leaf to the media, and the only personnel who can authorize others to represent SLRF to the Media. For your own protection, and the protection of SLRF, do not attempt to represent the interests of the

Faire or act as a designate of the Faire.

Faire Activities and Events

Enthusiasm for the Silver Leaf ideal is always appreciated, however, prior permission should always be obtained from the General Manager or in absence, the Assistant General Manager, by anyone wishing to represent themselves to the public as a Silver Leaf associate. Skits, demonstrations, promotional activities, and recruiting efforts must be viewed and approved by the General Manager or Assistant General Manager or in absence, the Board prior to any public presentation of the said material.

Referrals/ Recruitment

Volunteers are encouraged to bring new friends to Silver Leaf! Please make sure that any new people you may bring to fair mention your name (or write it on the application). Those who bring many new faces to fair may receive special gifts from the powers that be! Remember how powerful word of mouth can be, talk to your friends and family!

General Garb Guidelines

Costume Information

Silver Leaf has chosen to limit the "Time Period" of the faire theme between 600AD and 1600AD. However, because Silver Leaf is also a realm of Faery, home to fantasy and magic, costumes which are idealized or from the accepted imagination of the time may be acceptable. Dragons, trolls, elves, and faeries have been known to inhabit the realm. Since trade between a variety of cultures also occurred during the period represented by Silver Leaf, you should not feel limited to only European background. All that is required is that your persona ties in with Silver Leaf's theme. Volunteers of a brave and adventurous mind can even choose to break with stereotypical gender roles.

Costumes or garb should ALWAYS be appropriate to a family setting.

It is important to keep in mind that Silver Leaf reserves the right to reject any character, person, performer, performance, or costume not suitable to our faire. If in question, please ask! Patterns and suggestions are available from the Silver Leaf sewing committee, as well as sagely advice and assistance. Check the calendar on the Web page or ask at a Friends of Faire meeting, for more information.

Please remember faire is held outside, rain or shine, during what is normally the hottest part of the year.

All volunteers who have contact with our honored Guests must be in appropriate costume (garb). Weapons of any kind must be approved, and peace tied at all times unless special allowances for performance is made.

This information is a GUIDELINE. If you wish to be more historically accurate, or delve deeper into the dress of a period, research! talk to people at meetings! come to The Academy!

Again, if you are unsure about garb, please ask!

Basic Medieval Costumes

***Please note: this is not meant to be an all inclusive list! This is to give basic ideas of what could be considered "period" garb.**

****The best way to find out more is to come to a Friends of Faire Meeting and request more information!**

Basic Men's Clothing ("Medieval" garb)

Shirts, Jerkins, and Doublets Shirts should be long sleeved and full. Drawstrings, high collars, drop collars, and no collared shirts are appropriate. A jerkin is a loose fitting vest, generally sleeveless. A doublet is a tight fitting vest, sometimes with detachable sleeves.

Breeches Pants should be full with lots of volume, not form fitting. No zippers or pockets. Wear hose or woolen socks if your legs aren't covered. Only Scotts and Irish show bare legs!

Accessories Make your character more visually interesting by adding some indication of what you do for a living. You should at least have a belt and a purse/pouch. Woe be unto thee shouldst the keg burst and thou be without cup.

Basic Women's Clothing ("Medieval" garb)

Chemise/Shift A chemise is essentially a nightshirt, cut much like a man's shirt at the top. Use a long shirt in a pinch. Never wear your shift off the shoulders. (Unless you're a doxy.)

Bodice A bodice is a fitted vest-like garment (which later evolved into the corset). For the home-seamstress this will be the most challenging item.

Skirts must be full and worn just below the ankle. Wear two skirts and tuck up the overskirt for the proper silhouette. Skirts should be monochrome: no prints,

ruffles, tiers, parti-color.

Basic Children's Clothing ("Medieval" garb)

Until about age three children wore a biggin's hat and a shift. Children older than three dressed just like adults.

Hats and Hair ("Medieval" garb)

Almost everyone wears hats except the Irish and the Scots. Proper hats include the muffin cap, biggins, flat caps, felt, and straw hats. Women wore hair pinned up or braided under their hats. (This is another theatrical choice. It conceals modern haircuts and presents more attractive vistas.)

Shoes and Hose ("Medieval" garb)

Bare feet and legs are typically considered inappropriate. Most earth tone shoes will work: wallabies, Minnetonka moccasins, closed-toe Birkenstocks. In a pinch, use thigh-highs and black kung fu slippers. **It is very important to wear shoes on site, one never knows what may be lying about!**

Notes Regarding Fantasy Costumes:

Silver Leaf is a fantasy faire, trolls, elves, fairies, dragons and other creatures can be appropriate garb.
However, It is important to remember:
Outside temperatures can be well over 90 degrees, with humidity!
It can and does rain with little to no notice!
Costumes or garb should ALWAYS be appropriate to a family setting.
SLRF reserves the right to reject any costume.**

General Comments about Garb:

Things to avoid!

Don't wear obvious makeup.
Lose the watch.
Keep jewelry to a minimum and keep it simple.
No sunglasses.
Use natural pipes should you smoke (in view of the public) or go off stage!
Avoid synthetic fabrics (heat buildup!)
Tie-dye
Plastic flowers
Electronic devices
Tights with lace inserts
Multiple body piercing (other than ears)
"Goth" dress
Vampire teeth
Chains, dog collars, etc…
Inappropriate jewelry

Denim
Prints
Neon colors
Chewing gum

Things Not to avoid!

Wear proper undergarments (even under kilts…it's a family show!)
Review SLRF Productions, Inc. policies regarding Grooming
Peace Ties if wearing weapons
Wear shoes! (period styles)
Have something to drink from(a tankard), or better yet carry a water skin!
Hats (period styles)
Use a basket and cloth cover to store non-period items out of sight
Wear a pouch (no pockets!)
Silk or dried flower garlands for single lasses
Feathers and plumes, ribbons, favors!

A note to those who have not yet attained the age of 18 years and their parent(s):

Younger volunteers are welcome at SLRF, however there are some special requirements to protect the interests of SLRF and the safety of the volunteer.

1. **Those who wish to work within the faire proper (on stage) or work on a committee;**
   a. Must have an adult Mentor who will agree to vouch for the minor volunteer and fill any missed shifts.
   b. Mentor, Parents, Volunteer, and Volunteer Coordinator must sign a Working agreement.
   c. If working as a volunteer entertainer, must have a contract approved by the Entertainment Coordinator.
2. **Minor Volunteers must fully understand and agree to follow all policies, including, but not limited to:**
   a. Use of alcohol/illegal substances
   b. Weapons
   c. Quiet hours in camping areas
   d. Proper respect and forms of address to patrons
   e. Guidelines for behavior
   f. Grooming and garb guidelines

Terms and Notes:

- **Committee Assistant:** Person appointed by Coordinator to assist in organization direction of an area of faire
- **Coordinator**: Person contracted by SLRF Productions, Inc. to organize and run a specific area of faire.
- **Garb:** costume or clothing acceptable to a historical or fantasy period
- **Mundania**: the camping area at Faire
- **Mundane**: Modern items or Clothing
- **Off Stage:** Any area of SLRF that is not visible or open to the general public.
- **On Stage:** Any area of SLRF open to the public where cast and volunteers are visible to guests.
- **Peace Tie:** Securing a weapon or potential weapon in such a manner that it cannot be drawn or covering sharp edges of a weapon so injury cannot occur.
- **Strike:** The final clean up of faire site, storage of sets and stages after faire is done
- **Team Leader/ Supervisor**: person appointed by a coordinator to run a specific duty/shift at Faire.

Notes:

* Hourly expectations are for each day of faire the volunteer will be allowed free admittance. There are alternatives and exceptions.
**Appropriate garb as determined by the Academy, Volunteer Coordinator, General Manager, or Assistant General Manager
*** Set up and Strike hours can be credited for Shift time at faire.

Alternatives to Faire run shift time:

1. For 8 hours of approved work during set up, 2 hours of shift time are allotted. (limit of 2 days of faire)
2. For each 16 hours of approved time spent doing approved Promotions time, 2 hours of shift time are allotted (limit of 2 days of Faire)
3. **For each 8 hours of Strike time, 2 hours of shift time for next**

season are allotted.

Hours must be approved and signed by a Team Leader, Management Person or higher.

Hours must be recorded in your handbook **legibly** and presented to the Volunteer Coordinator or assistant before schedules are finalized. Choice of "free days" must be made before schedules are finalized.

PROBLEMS:

Yes indeed, even in the realms of magic, bad things do happen. If you have a problem, please report it to the Team Leader in charge of your area first. If the issue cannot be satisfactorily resolved at this level the chain of command should be followed as appropriate. It is as follows:

Area Team Leader
Committee Assistant
Coordinator
Assistant General Manager
General Manager
Board of Directors

The General Manager is the final authority and responsible for Day to Day aspects of running the Faire, the Assistant General Manager will make decisions in his absence. Only a vote of the full Board of Directors can override the General Managers decision.

Please note that all problems or issues for the Board of Directors must be submitted in writing and will likely not be addressed until the regular monthly meeting of the board.

SET UP DATE	TIME IN	TIME OUT	AREA/DUTIES	SUPERVISOR

SET UP DATE	TIME IN	TIME OUT	AREA/DUTIES	SUPERVISOR

EVENT	DATE	TIME IN	TIME OUT	TOTAL TIME	CHAIR/ TEAM LEADER SIGNATURE	VOLUNTEER SIGNATURE

EVENT	DATE	TIME IN	TIME OUT	TOTAL TIME	CHAIR/ TEAM LEADER SIGNATURE	VOLUNTEER SIGNATURE

20

EVENT	DATE	TIME IN	TIME OUT	TOTAL TIME	CHAIR/ TEAM LEADER SIGNATURE	VOLUNTEER SIGNATURE

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EVENT	DATE	TIME IN	TIME OUT	TOTAL TIME	CHAIR/ TEAM LEADER SIGNATURE	VOLUNTEER SIGNATURE

DAY OF FAIRE	TIME IN	TIME OUT	AREA	TEAM LEADER SIGNATURE

TEAR DOWN: DATE	TIME IN	TIME OUT	AREA/DUTIES	SUPERVISOR

TEAR DOWN: DATE	TIME IN	TIME OUT	AREA/DUTIES	SUPERVISOR

Use the time logs within to record your participation in Silver Leaf events! It is your responsibility to be sure that hours are signed by a Coordinator/ Management person. Extra time logs will be available upon request.

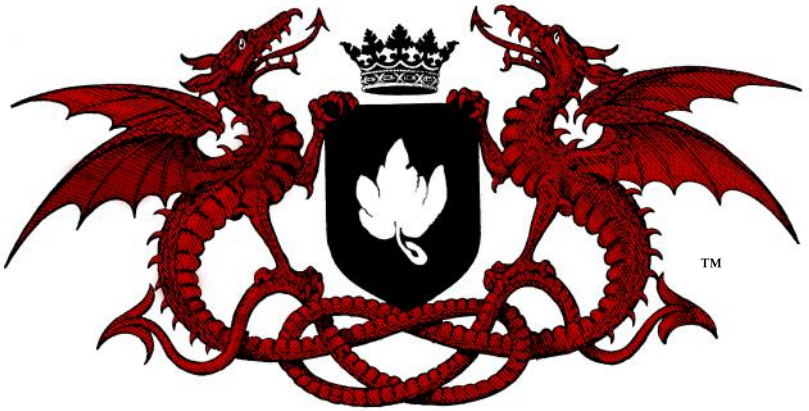
Please turn in your hours at the end of the Faire season!

Name:

Phone:

Email:

Address:



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