Magestry Set-Up Operations Manual

Introduction

"Magestry starts on time." We have all heard it before, oftentimes to subtle smiles, rolled eyes and doubtful, although hopeful head shakes. It is the intention of this initiative to ensure set-up is completely done by 8p.m., to alleviate the burden on GMs to ensure a swift set-up, as well as to more greatly reward those players willing and able to help out early, and take more responsibility and agency over the process.

New Set Up Rewards

Registration Bonus

Individuals who register for set-up **before 10a.m. the Friday of game** will receive an additional 10bp. However, this requires arriving when you say you will, or remaining in contact via call/text with the Set Up Coordinator about when you will arrive.

Registration can be done via a Google Document created before every game by the Set-Up Coordinator. It will be made available via an e-blast. To register, simply click on the link, and add your name to a project you would like to perform, in addition to what position you would like to be (Project Lead/Project Assistant Lead – see below). You also could email the Set-Up Coordinator this information if the Google Doc proves problematic.

If you do not have a preference, you can register as a "floater," where you can check-in with the Set-Up Coordinator upon arriving and then be placed into a project that needs more people.

Again, you will only receive this benefit if you arrive when you say you will!

Truck Bonus: Individuals who a) arrive between 2-3pm, and b) bring a truck/vehicle that can transport bunks/other set-up materials will receive an additional 20 bp for set-up.

New Positions

Upon registering to set-up, please say what position you would like to enact in that project: Project Lead or Project Assistant. Project Leads will be made on a first come, first serve basis, so it pays to register and to register early!

Non-Registered Volunteers will receive a flat BP rate of 10bp/hr

Position: Set Up Coordinator
Wage: 15BP/hr
Arrival Time: 2p.m.
Responsibilities Include:
1. Creates Google Doc one week before game, making sure to send an e-blast to players through GM support, as well as to list cell phone/email contact information.
2. Tracks all volunteers BP hours.
3. Ensures a swift set-up process.
4. Directs people where to help.

Requirements Include:
1. Player rep/a veteran PC who knows the set-up procedure.

Position: Project Lead
Wage: 12BP/hr
Arrival Time: 2pm, 5pm, or 6pm
Responsibilities Include:
1. Manages the complete set up of one project.
2. Finds volunteers to assist the project with direction if none are registered.
3. Assist Project Assistants with direction.
4. If able to, leading another project.

Requirements Include:
1. A knowledge of how to actually set up the project he/she wants to lead!

Position: Project Assistant
Wage: 10BP/hr
Responsibilities Include:
1. Helping to set up a project.
2. After completing a project, helping another project.

No requirements!

Arrival Instructions

Upon arriving to game, please make sure to sign-in with the set-up coordinator. It is only at that point will you begin to earn BP for set-up. If you plan on leaving set-up at anytime, you must sign out with the Set-Up Coordinator, and re-sign back in if you plan on continuing to set up later.

Project Completion: What Next?

After your project is done, please check back in with the Set-Up Coordinator. He/she will be able to give you further direction as to where to go to help next, as well as to give your project the final look over to make sure it's done completely.

PROJECTS

2p.m. Projects (volunteers must be ready to work around 2p.m.)

BUNK CREW

Preferred Minimum of Workers: 8, 1 TRUCK
Approximate Length of Project: 4-6hrs, depending on truck availability
Special Notes: Oh ye few! Ye happy few! Bunk crew, the hardest, roughest crew! Bunks can be found in the back of the tavern, in tents left up over the summer, and sometimes even in the privies around camp.

Move bunks and mattresses into player cabins:		
18 beds (9 bunks) in Ecology (Upper Cabin)		
14 beds (7 bunks) in Handicraft (Lower Cabin)		
12 beds (6 bunks) in Magee (the Inn and Tavern)		
14 beds (8 bunks) in NPC Sleeping Area		
Make sure player cabins have firewood		
Get water jugs from Ops and fill them at Ranger's house		
-Take 5 jugs to tavern and leave the rest at Ops		
Water jugs **completely** filled		

NPC HQ

Preferred Minimum Number of Workers: 4
Approximate Length of Project: 3-4hrs
Special Notes: Clothing should be organized by color.

Sweep floor (if needed)		
Set up Director's Table		
Put weapons on metal rack by door		
- Remove special weapons (silver, Magestic, etc...) to the shelf behind Director's table		
- Remove broken weapons		
- Separate into different sizes (large weapons on the middle shelf, small weapons on the lower shelf, shields on the upper shelf)		
Hang up all dresses, robes, skirts, and shirts. Fold pants and skirts and put on white shelves opposite hanging clothes.		
Stack mask drawers in front of freezer		
Put gloves, tabard ties, wigs, and hat bins on floor opposite clothing racks		
Set up Makeup kit with mirror outside HQ on counter		
Set Makeup drawers next to counter		
Make the following things accessible to NPCs:		
Good Roleplaying sheet (on Kitchen counter)		
Copies of the Rulebook (on Kitchen counter)		
Monster Manual (On Director's table)		
Plot book and Plot Schedule (On Director's table)		
Spell Packets		
Put benches in Kitchen for NPC use		
Box of Special props on top shelf		
Make sure garbage cans have trash bags (1 in kitchen, 1 by makeup counter		

TAVERN

Preferred Minimum of Workers: 4
Approximate Length of Project: 4hrs
Special Notes: Before Tavern Set-Up can really begin, all bunks need to be removed from the tavern. These bunks can be transported to the Middle Cabin Sleeping Area, which needs 12 bunks, or the NPC sleeping area in the Mod building. Tavern supplies can be found at NPC in bins. The back room is now behind the door immediately straight ahead upon entering the Tavern.

Get sodas from Ops and bring to tavern		
Get marked bins of Mugs and Tavern Accessories from Ops		
Bring benches down from Mod Building		
Sweep floors of Cabin		
Take down/move bunk beds and OOG chairs		
Set up Bar Counter		
-Cover the counter with tablecloths		
-Money box		
-Bill of Fare (list of all the drinks)		
-Make a space for water to be accessible but not visible		
Bar Counter **completely** set up		

Set up 5 tables (large and small)
     ____ chairs
     17 short / 11 long benches		

Cover tables neatly with tablecloths		
Set up Back Room		
-Spaces for clean and dirty dishes		
-Set up dish washing bins		
-Hide sodas and food out of sight		
-Set up water heater		
-Set up table in back room		
-Set up trash in out of sight area		
Back Room **completely** set up		
Check lamp wicks, get new wicks if necessary		
Fill oil lamps		
Put candles and lamps on tables, bar counter and in back room		
Check firewood supply		
Set up CD player		
Light fire (last thing)		
Hang sheets/tapestries over OOG things on the walls		

MOD BUILDING

Preferred Minimum Number of Workers: 4
Approximate Length of Project: 4hrs
Special Notes: Please make sure to tie the Mod Tarp/Walls in easy-to-remove knots that need only be pulled to release them. All bins can be found in NPC.

| Set up the Mod Building |
|---|
| Hang up Mod Tarp |
| Hang Tarp Walls |
| Hang Stone Wall Sheets |
| Organize Mod Bins |

Basic Mod Building Instructions

1) Spread the Mod Ceiling Tarp out with the arrow facing the entrance doors.
2) Hang the corners of the Mod Ceiling Tarp on the entrance door side. Just the corners.
3) Find the long purple/green climbing ropes. Using the rings on the edges of the walls, begin hanging the Mod Ceiling Tarp. Make sure to use the pulleys, which you can strategically place around.
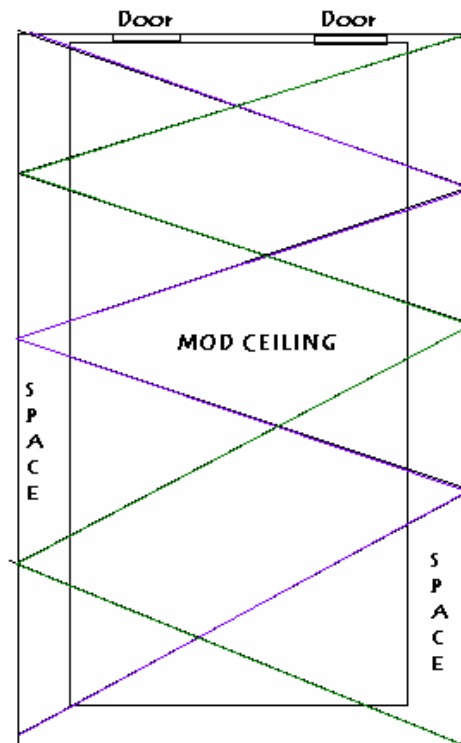
The general idea is to create diamonds. Some people have attached both ropes together, some have done them apart. There's no exact science. Use other white ropes if sagging occurs/do your best!

4) **Attach the side white ropes to the rings. Ensure maximum tightness by tying to rings *further away from* the doors.**
5) **Retighten/muscle green/purple ropes; retighten side white ropes until height is achieved – about 7 or 8 feet is ideal.**
6) **Hang mod walls. The objective is to not allow any light in from the outside. Overlap the mod walls to reduce the amount of light that enters – there should be enough to mod walls to do this.**
7) **Hang up mod rock walls in any way for the first module and you're done!**

TRAILS
Preferred Minimum Number of Workers: 4
Approximate Length of Set-up: 2hrs.
Special Notes: Ideally, this project should be started slightly bef

Unpack lanterns, insert batteries, and put hooks on		
Fill all tikki torches and put them outside cabins, problem spots (i.e. muddy or rough terrain) and tourney field		
Mark all dangerous or new obstacles (i.e. grounded boats) with glowsticks		
Mark trails well by hanging lanterns and glowsticks from trees		
Put out Gwendolar shrine in clearing by the waterfall (1)		
Put out Portal Anchor and plug it in to the mod building		

6p.m. Projects (volunteers must be ready to work at 6p.m.)

ACES

Preferred Minimum Number of Workers: 3
Approximate Length of Set-Up: 1-2hrs.
Special Notes:

Set Up Aces		
Set up bar (using the two wooden bedframes and a board [the beds are placed on their sides with the legs nesting together, the board is placed on top], covering it with a sheet).		
Set up tables and chairs (with tablecloths).		
Put up lights (we've been using Christmas lights hung around the room, also candles and lamps on the bar and tables).		
Cover fridge		
Hang sheets to hide kitchen		
Decorate with various sundries in the box as you see fit; there is no set arrangement for a lot of this		
Set out glasses on the bar, or the bookshelf next to it, and store the soda bottles, etc. beneath the bar.		

DEATH'S REALM

Preferred Minimum Number of Workers: 2
Approximate Length of Set-Up: 1-2hrs
Special Notes: Black trash bags can be found in NPC supplies. Black fabric can be found in MOD bins, in addition to the plastic stone walls, green curtain, candles, string lights, etc.

Set up Death's Realm		
Cover windows and window on door with black trash bags		
Hang black fabric in front of metal desk		
Hang black fabric over top half of walls (including NPC door)		
Hang plastic stone walls over bottom half of walls (incl. NPC door)		
Hang green curtain over back-left corner of room		
Set up chair and cover with black fabric		
Set up small narrow table in front of chair and cover with fabric		
Put candles and book on the table and string lights if desired		
Put Vorkarian's robes on chair and dice on table		

PRIVY LIGHTS

Preferred Minimum Number of Workers: 2
Approximate Length of Set-Up: 1-2hrs
Special Notes:

Set up Privy Lights			
Put toilet paper and lanterns in all privies			
Set up extension chord to outside MOD building.			
Hang Christmas Lights to the Privy; make sure it's bright in there!			

Master Registration Google Document and Instructions

1) Sign In to Gmail:
2) Click on "Documents"
3) Under File, select "Create New"
4) Change Title to "Magestry (date of event) Set Up Registration"
5) Click Share at the top right corner, hit change, and then click "Make available to Anyone with Link".

MAGESTRY (DATE) SET UP REGISTRATION
Set Up Coordinator: _____
Set Up Coordinator Cell: _____
Set Up Coordinator Email: _____

MAKE SURE TO MARK YOUR ARRIVAL TIME! (Ex. Toner, 2p.m.)

2pm Project

BUNK CREW (4-6hr)

Project Lead:
_____

Project Assistant:
_____

Project Assistant:
_____

Project Assistant:
_____

Project Assistant:
_____

Project Assistant:
_____

Project Assistant:
_____

TAVERN (4hr)

Project Lead:
_____

Project Assistant:
_____

Project Assistant:
_____

Project Assistant:
_____

MOD (4hr)
Project Lead:
_____

Project Assistant:
_____

Project Assistant:
_____

Project Assistant:
_____

NPC (4hr)
Project Lead:
_____

Project Assistant:
_____

Project Assistant:
_____

Project Assistant:
_____

5pm project

TRAILS (3hr)

Project Lead:
_____

Project Assistant:
_____

Project Assistant:
_____

Project Assistant:
_____

6pm Project

SONS OF PLUNDER (2hr)

Project Lead: _____

Project Assistant: _____

DEATH'S REALM (1-2hr)

Project Lead: _____

Project Assistant: _____

PRIVY LIGHTS (1-2hr)

Project Lead: _____

Project Assistant: _____

FLOATER
Any Project, Anytime
Project Assistant: _____

Project Assistant: _____

Project Assistant: _____

Project Assistant: _____