

**Royalty Liaison**  
*Duchesse Sabine de Rouen, OP*

So, you volunteered to be the Royalty Liaison for your local group's event. Well, here are a few things that might help you in your planning to meet the needs of visiting Royalty.

First thing you need to do is send an invitation to Royalty inviting Them to your event.

Questions for the Autocrat

\_\_\_ Is the group providing a hotel or private lodging for the Royalty? \_\_\_\_\_  
Where? \_\_\_\_\_

\_\_\_ Is the group providing a hotel or private lodging for the retainers? \_\_\_\_\_  
Where? \_\_\_\_\_

\_\_\_ Is the group waving site fees for Royalty (Crown, Heirs, Local B&B)? (Recommended)  
\_\_\_\_\_

\_\_\_ Is the group waving site fees for Royalty (Crown, Heirs, Local B&B) offspring?  
(Recommended) \_\_\_\_\_

\_\_\_ Is the group waving site fees for retainers? \_\_\_\_\_ How many? \_\_\_\_\_

\_\_\_ Is the group serving a feast? (Request a menu) \_\_\_\_\_

\_\_\_ Is the group waving feast fee for Royalty (Crown, Heirs, Local B&B)? (Recommended)  
\_\_\_\_\_

\_\_\_ Is the group waving feast fees for Royalty (Crown, Heirs, Local B&B) offspring?  
(Recommended) \_\_\_\_\_

\_\_\_ Is the group waving feast fees for retainers? \_\_\_\_\_ How many? \_\_\_\_\_

\_\_\_ Is there a budget for gifts (donated money, gifts, flowers, etc.) \_\_\_\_\_

\_\_\_ What is the budget for breakfast/snacks? \_\_\_\_\_

You need to have a few treats in the Royalty room as well as at The Royalty day-camp.

Here is a list of a few simple things you can provide as Royalty snacks:

\_\_\_ Water & lemons

\_\_\_ Crackers or bread

\_\_\_ Favorite beverage

\_\_\_ Cheese

\_\_\_ Favorite candy

\_\_\_ Fresh fruit & vegetables

\_\_\_ What is the budget for lunch? \_\_\_\_\_

You need to serve a Royalty lunch even if there is a feast. The Autocrat might not give you a budget until they know how many members of the Royal family are expected to attend your event. (Sometimes an aspiring apprentice will foot the bill just to have their food eaten by Royalty).

\_\_\_ Where will the Royalty room be located? \_\_\_\_\_

Description of room/tent location: \_\_\_\_\_

\_\_\_ What furniture is already located in the proposed Royalty room? \_\_\_\_\_

\_\_\_ Where is the Royalty room located in relation to the main event activities? \_\_\_\_\_

About the Royalty

You need to communicate with the Royalty Chamberlain(s) as soon as you find out Royalty will be attending your event.

Their Royal Majesties

\_\_\_ When will TRMs be arriving? \_\_\_\_\_

\_\_\_ Will TRMs be day tripping or staying over night? \_\_\_\_\_

\_\_\_ Do They need assistance in finding lodging? \_\_\_\_\_

\_\_\_ Are They amiable to staying in the home of a local resident? \_\_\_\_\_

\_\_\_ Do They have any food or pet allergies or other special needs? \_\_\_\_\_

\_\_\_ Will Their offspring be with Them (if They have any)? \_\_\_\_\_

\_\_\_ How many retainers will be with Them? \_\_\_\_\_

\_\_\_ Will They be bringing the thrones, a pavilion, feast gear? \_\_\_\_\_

\_\_\_ Likes and Dislikes for each Royal member of the royal family (including any children that will be attending with Them).

King

Likes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dislikes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Queen

Likes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dislikes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Offspring

Likes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dislikes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Their Royal Highnesses

- \_\_\_ When will TRHs be arriving? \_\_\_\_\_
- \_\_\_ Will TRHs be day tripping or staying over night? \_\_\_\_\_
- \_\_\_ Do They need assistance in finding lodging? \_\_\_\_\_
- \_\_\_ Are They amiable to staying in the home of a local resident? \_\_\_\_\_
- \_\_\_ Do They have any food or pet allergies or other special needs? \_\_\_\_\_
- \_\_\_ Will Their offspring be with Them (if They have any)? \_\_\_\_\_
- \_\_\_ How many retainers will be with Them? \_\_\_\_\_
- \_\_\_ Will They be bringing thrones, a pavilion, feast gear? \_\_\_\_\_
- \_\_\_ Likes and Dislikes for each Royal member of the royal family (including any children that will be attending with Them).

Prince

Likes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dislikes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Princess

Likes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dislikes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Offspring

Likes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dislikes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Baron and Baroness

\_\_\_ When will the B&B be arriving? \_\_\_\_\_

\_\_\_ Will the B&B be day tripping or staying overnight? \_\_\_\_\_

\_\_\_ Will Their offspring be with Them (if They have any)? \_\_\_\_\_

\_\_\_ Will They be bringing thrones, a pavilion, feast gear? \_\_\_\_\_

\_\_\_ Will B&B require retainers (the B&B usually do not need guards)? \_\_\_\_\_

\_\_\_ Likes and Dislikes for each the B&B (including any children that will be attending with Them).

Baron

Likes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dislikes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Baroness

Likes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dislikes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Offspring

Likes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dislikes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Staff

### Retainers

In addition to the retainers attending the event with Royalty you will need a minimum of one retainer for each Royal. At a large event I would recommend two retainers for each Royal.

### Royalty Room Guards

If there is a Royalty room there should be two guards posted at all times (incase one has to run an errand for Royalty). If possible arrange for separate rooms for TRMs and TRHs. You will need two sets of guards for each Royalty room.

### Brute Squad

Two to six people to assist each set of Royalty with set up and breakdown of Their personal belongings. The Brute Squad should also help set up any pavilions, etc. that the local group provides for visiting Royalty. Set up should occur before Royalty shows up.

### Royalty Lunch

Who will prepare the Royalty lunch? \_\_\_\_\_  
Verify with the person preparing lunch that they know they will need to provide the staff and items (bowls/platters/utensils/knives) use to serve lunch as well as the items (bowls/plates/utensils/knives/napkins) used by Royalty to eat. They will also need to arrange a staff for clean up after lunch. A check list is below.

### Feast

Verify with the feast Hall Steward that someone will set up Crown/Heirs feast gear as well as clear, wash, and return feast gear after feast. If the Hall Steward is not supplying this service then you will need to make the arrangements. Be sure to notify the Hall Steward/Head Cook who will be entering the kitchen to clean the Royalty dishes.

## Supplies

### Necessary items for the Royalty Lunch:

- \_\_\_ Cook
- \_\_\_ Servers
- \_\_\_ Clean up crew
- \_\_\_ Table cloth(s) & napkins
- \_\_\_ Table
- \_\_\_ Serving bowls/platters/utensils/knives for food
- \_\_\_ Eating bowls/plates/utensils/knives for food

### Necessary items for the Royalty room:

- \_\_\_ Table cloths
- \_\_\_ Tables
- \_\_\_ Chairs
- \_\_\_ Rugs (optional)
- \_\_\_ Serving bowls/platters/utensils/knives for snack
- \_\_\_ Eating bowls/plates/utensils/knives for snack
- \_\_\_ Vase for flowers
- \_\_\_ Flower



Below are sample retainer and guard sign up sheets. You should fill as many of these positions as possible BEFORE the event. The rest of the positions can be filled by supplying a sign up sheet at troll. You need to check the list often during the day to make sure the openings are filled. Make sure you transfer the new additions to your copy of the list (which should be on you at all times).

RETAINERS				
TIME	HisRM	HerRM	HisRH	HerRH
10AM				
11AM				
NOON				
1PM				
2PM				
3PM				
4PM				
5PM				
6PM				
7PM				
8PM				

ROYALTY ROOM GUARDS – SHARED ROOM		
TIME	GUARD 1	GUARD 2
10AM		
11AM		
NOON		
1PM		
2PM		
3PM		
4PM		
5PM		
6PM		
7PM		
8PM		



**ROYALTY ROOM GUARDS – SEPARATE ROOMS**

TIME	TRM		TRH	
	GUARD 1	GUARD 2	GUARD 1	GUARD 2
10AM				
11AM				
NOON				
1PM				
2PM				
3PM				
4PM				
5PM				
6PM				
7PM				
8PM				