# **Alabama Medieval Fantasy Festival Cast Handbook**

We are a volunteer performance group. This book is our attempt to set forth acceptable and standardized guidelines for everyone who works at Faire, with the Crown's gratitude.

# Unacceptable behavior from patrons/cast/everyone

There may be times when an individual member of the public or group behaves in an unacceptable manner. They may cause a hazard to staff and public safety or disrupt shows and performances thus ruining the enjoyment of others.

### Behavior as listed below is not acceptable:

Touching in an inappropriate manner.

Deliberate pushing, shoving, or hitting.

Acting in a threatening manner towards cast, staff, or the public.

Using a prop in an inappropriate or threatening manner

Running in a manner that will cause harm or damage.

Willful damage of kingdom props or static displays.

Manhandling or willfully damaging vendor props or property.

Removing kingdom or vendor Property (Yes, it's theft and will be prosecuted)

Deliberately trying to scare or bully others.

Having a weapon that is not peace-tied or pulling a weapon

ALL bladed weapons in the kingdom must be peace-tied unless being used in a sanctioned stage show!

There shall never be a cast weapon pulled in the lanes!

# Staff members who experience any of the above should do some or all of the following, as they seem appropriate of each situation:

- Tell the person involved that their behavior is unacceptable at ALMFF
  - Remove your accent and basic faire speech (BFS) and speak to them in modern English so that there is no mistake in intent.
  - Speak sternly but calmly to the person involved.
  - o Ask them their name.
  - o Inform them of the reasons why you are speaking to them.
  - Warn them the second time that their behavior is unacceptable and they will be evicted if it continues.
- Immediate eviction: Ask them to accompany you to the nearest exit.
  - Seek assistance from a senior member of staff.
- Female members of the Cast who feel unsafe or have been threatened or manhandled YELL! Sound the alarm, move away from the offender and wait for assistance. Staff must immediately attend to an alarm and assist.
- Inappropriate props brought into the Faire by customers should be removed and taken to the nearest exit point for collection at the end of their visit.
- Smokers should be asked in a polite manner to extinguish their cigarette butts in the red buckets provided or risk being removed from the site for littering.
- Alcohol should be removed and the individual reminded that outside food and beverage is not allowed and that they risk eviction from the site.

Remember: Do not get into an argument if possible, everything you do is in the view and recording area of the public. If this happens back off and let the offending patron go on and then report the incident to a senior member of staff (who will ensure that the problem is dealt with).

Staff/cast are reminded to use common sense in making a decision, as some actions from the public are purely reactive rather than deliberate. Being able to distinguish between a deliberate act and a natural reaction is an important one. Remember unless you are convinced harm may result from continued bad actions then usually a simple warning for misbehavior is enough to stop any further incidents from occurring.

## **Hand Up:**

Means back off! Immediately stop interacting and move away. Do not give the person another remark, do not use your exit line, just move away.

### **Distressed Patrons:**

Cast members may be required to assist patrons who have become distressed or injured. If this occurs:

- Remove your accent and BFS/go to regular modern English
  - Speak in a calm and reassuring tone.
- Escort the person/persons to the gatehouse, if possible.
- Inform other cast members of issues.
- In the case of injury where the person is unable to walk to the gatehouse summon assistance immediately.

#### Lost Patrons/Children and items

A lost child in a venue this size is a scary thing. Our goal here is to lessen the traumatic impact on both the child and their parent until they can be reunited.

- Remove your character accent and BFS
- Direct the person to the gatehouse, and accompany them if they are a minor.
- Usually, all an adult member of the public requires is to know that they are on the right track. Our lost person area is at the front gatehouse.
- All lost and found items are to be taken to the gatehouse.

#### **Physical Contact**

- Physical contact is to be avoided in most instances and inappropriate touching or rough handling of patrons is strictly forbidden.
- Patrons can be gently touched on the shoulder or arm or ankles, but not the head / frontal or lower region of the body above the knee.
- Remember to be culturally sensitive.

# **Prop Safety:**

- All weapons at ALMFF MUST be peace-tied unless being used in a sanctioned stage show.
- NO swords, axes, or other bladed props may be pulled from their scabbards in the lanes.
- If you use a prop as part of your act, you are responsible for it.
- Do not point anything directly at another person.
- Be aware of how far your prop extends away from you so as not to contact others.
- Be aware and be responsible for keeping an eye on any static display props in your area.

#### **Prop Care:**

- Look after props.
- Report any damage to props, static displays, or malfunctions to senior staff at the close of day.
   If there is potential for harm resulting from a damaged prop, remove it from use to the front gate, tag it damaged, and report it immediately.
- At the close of ALMFF on Sunday please bring any loaner garb and static display items to the appropriate area for packing and storage. (Front Gate, Ambassadors Tent, Oak Hall)

# Garb/ Hygiene:

- Cast is reminded that loaner garb clothing provided is to be treated with care and respect.
- You are always welcome to develop your own character, and use your own costume, BUT it MUST be approved by owners or senior staff first.
- Please maintain the cleanliness of your garb and of yourself. We play in the dark ages but please do not smell like it.
- Place loaner garb on hangers at the ambassador tent
- Keep things tidy. Our kingdom is a magical place, help us to keep it beautiful and clean
  - Place your empty drink and food containers into the Fairy cans. Gently instruct others to do the same. The kingdom hates litter.
  - Clean up behind yourself
  - o Remember to wash your food kit.
- Alcohol is permitted on site (the Faire has a beer tent, y'all). The Crown requests that cast & volunteers refrain from drinking until the second Joust (which takes place at noon)
- Cigarette smoking must take place out of view of the public. Butts must be disposed of in the red butt buckets and NEVER on the ground.
  - Pipes may be smoked at any time as they are historically accurate but must be emptied into the red buckets and not on the ground.
- If you smoke remember your breath mints!

# **Behavior and responsibilities:**

- All cast members shall take responsibility for their own safety and the safety of those in their immediate vicinity.
  - Observations of unsafe conditions of any kind shall be immediately brought to the attention of Safety/Security staff/Event or Gate manager or other responsible cast member.
  - Cast shall familiarize themselves with the layout of ALMFF and the kingdom as a whole for emergency lanes, paths to exits, and alternate exits from the particular area that they are working.
- Assist newcomers (whether cast, staff, vendors, or public) to adapt to their surroundings.
- Please stay in the area to which you have been assigned until you have been informed otherwise.
- Remember to hide your mundane items.
  - Push your watch way up your sleeve or pop it into your pouch. If you carry a disguised cell phone, turn off all ringers
- Take water with you. Stay hydrated.
- Try to remain in character.
  - Do not allow yourself to be seen talking to other cast members about modern things. It looks amateurish and is not fair to the guests who have come to see a show.
- The last group into the kingdom deserves as much of a show as the first group. Be professional.
- Ensure all Patrons are off of the site at the end of the night.
- Stow away props, uncouple batteries, and take all belongings and property back to the gatehouse with you.
  - Those staff with walkie-talkies are responsible for ensuring their return to the charging station.
- Turn off power supplies.

# PLEASE REMEMBER, THE SAFETY OF YOURSELF, FELLOW CAST MEMBERS AND PATRONS IS PARAMOUNT.

To bring the magick of ALMFF to the community in a safe manner these rules must be followed.

I_(Print Name)	understand the ALMFF handbook.	have read and
Signed	Date:	1 1

