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| **~ 6 Months**  | **3-4 Months****Deposits** | **1-2 Months****6 weeks****Payment requests** | **3-4 Weeks****4 weeks****Payment cut-off** | **1-2 Weeks** | **Final Week**  | **On the Day - Tasks** |
| Game confirmed Design discussion | Play-testing mechanics | Play-testing mechanics | Play-testing mechanics | Umpire Briefing:Challenge & Clarifications | Signage for venueInfor for the public if in an open venue. | Registration/Meet and greet |
| Identify venue | Confirm venue | Confirm contact list & casting | Replace absentees/Push for places | Counter production | RegisterName badges | Newbie briefing (if appropriate)  |
| Identify size | Confirm catering, \*including water urn\* | Send out game intro as a receipt | Confirm resources needed for counter production | Confirm map printing | Canteen Arrangements* Tea/coffee/sugar/milk
* Paper cups/teaspoons
 | General welcomeHealth & Safety |
| Initial information on website. Paypal link for deposit. | Updated website information available. | Draft rulebook out to game group. | Email out rulebook for initial feedback | Email out amended rulebook | Game Presentation* Mic/Laptop/OHP/Power Cable/Speakers. Confirm with venue
 | Game briefing |
| Facebook event created. | An intro to your type of game to send after confirmation. (operational tips, political game advice, etc.) | Youtube video, (if appropriate). | Complete FAQs after feedback | Email out briefings. Maybe keep individual briefings for the day | Team Packs* Signage
* Copy of rules
* Playsheet (if appropriate)
* Copy of team briefing
* Individual briefings
* Team signifiers (if used)
* Resources
* Pens/pencils/markers
 | Umpire briefingEvaluation forms |
| Consider map, card & counter designs. Establish a timeframe.  | Targeted adverts – forums, facebook groups.  | Confirm map, card and counter requirements. |  |  | Umpire Table* Copies of rules & briefings
* Umpire Armbands/Caps/Lanyards

Playsheets* Plain paper/Post-its/Markers
* Pens/pencils & Evaluation Forms
 | Canteen (if appropriate) |

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| **Game Administration*** Posting information, including outlines of setting or systems can be useful in ensuring that players are a good fit for the game and the role. If you do not have a Facebook group already it may be appropriate to set up a Facebook event. It should be borne in mind that there can be issues with confirming attendance via FB and people are not good at converting maybes and not goings to going and vice versa. Unless you are providing lots of specific updates you may wish to post in your main group. This also means that players who might not initially have been keen may well become interested when they see updates and after the game, you’ll get your After Action Reports and photos where everyone can see them, whether they attended or not.
* Emailing out. Email yourself and BCC everyone else, or use a service such as Mailchimp, to avoid data leak and keep track of what you’ve sent.
* Ensure you get contact numbers for people, so you can check on the day if they are delayed or a no-show, to help re-allocate roles if necessary.
* Make a note of any no-shows, for future reference. You may notice patterns.
* Refunds. This year we are asking for non-refundable £10 deposits from three months in advance. This eases cash flow for designers and makes sure people are committed. Confirmations are asked for around the 6 week mark, to allow time to get cancellations and find replacements.
* This is a personal thing, but whilst I send rules out a fair way in advance for feedback, along with general setting, I only tend to send out team briefings in advance and even then a week or so before the game. This is partly to try and avoid issues if people have to be switched around (particularly with individual objectives) and also to avoid too much pre-planning by some players.
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| **For printing maps – please bear in mind that people need to be able to reach across it, so 150cm-180cm is your limit in width.*** Various options are available. Megagame Makers tend to do most of their maps on A3 laminated sheets which are then stuck together with sellotape to assemble the full map. For us, it’s a trade-off between cost, production values (given the time spent drawing the map) and time to produce other components and briefings. To date we have used heavyweight banner vinyl and heavy gloss card (in a single sheet). Vinyl has the advantage of being pretty indestructible and looking impressive. It also means you can use as much colour as you like and the industrial printers replicate your pdf colours better than most home ones. Often the map can be 1.5m x as long as you want. Obviously for a deeper map you can split it down or across the middle. Sengoku was 1.5m deep, VBCW was 2 x 1m deep sections with an overlap. We have used some local suppliers but the best prices to date are [Pixart Printing](http://www.pixartprinting.co.uk/). You’re able to bring the price down further by delaying delivery. Pictures were crisp and it actually arrived early.
* Two other reasonably durable options are never tear (which is a thinner plasticised paper) and encapsulated (laminated). These are usually in regular paper sizes up to A0. There will be a cost saving on banner, encapsulated may need sticking down.
* For the Very British Civil War Political Trackers and Battleboards (A0 on poster paper), I used stressfreeprint.co.uk and for the A2 smaller team maps (on slightly thicker gloss paper), I used cheapestprintonline.co.uk. This was because I needed 5 different A0 designs (4 regions plus battleboards). Bear in mind that if you only have one or two designs, it can be very cheap and the paper is suitably heavyweight. It was a 2 day turnaround. Note that neither of them could combine the A2 and A0 orders for postage. I haven’t looked at Pixart’s prices for banners yet, but will consider them next time I want some.
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| **For printing counters*** Buy an A4 sheet of stickers, square or circular and some mdf counters. EBay is a good place for these. Print and stick. Use a wash if required to age, e.g. Vallejo sepia wash, 200ml. [Ebay Sepia Wash](http://www.ebay.co.uk/itm/Vallejo-200ml-73300-Sepia-Wash-200ml-/191785880372?hash=item2ca7544b34:g:ZjwAAOSwuYVWnRR1) If you don’t need to write on counters, a simple seal can be achieved by watered down PVA glue or decoupage [Ebay Decoupage](http://www.ebay.co.uk/itm/Decopatch-Glue-Aquapro-Varnish-Glitter-Glue-/271757700653?var=&hash=item3f46056e2d:m:mleeyHXryh8BJgnd_3ji6BA) If you do intend writing on counters, then I have a roll of Fablon clear sticky-backed plastic. Lay a sheet on the table and press the counters face down onto the sticky side, then trim around from the back with a craft knife. If you have a steel rule, tidy up the front.
* Buy whole page A4 sheet stickers. Print your designs (straight edges best) and laminate the sheet. Split the laminate and peel off the back of it, which should also remove the back of the sticker, which you then stick on an A4 sheet of foamboard. Purchase a foamboard cutter (a range [here](http://www.ebay.co.uk/sch/i.html?_odkw=&_osacat=123860&_from=R40&_trksid=p2045573.m570.l1313.TR0.TRC0.H0.Xfoamboard+cutter.TRS0&_nkw=foamboard+cutter&_sacat=123860)) and cutting board and go to work.
* Print onto paper or labels, press onto the back of adhesive floor tiles. Then give the Fablon treatment. This makes heavyweight counters without taking up too much space and is very cheap.
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