

IFGS Game Producer's Checklist



(AKA: What You Really Need to Do for a Game to Run
Successfully)

(Version 3—8/99)

*Revised for the Expansion Committee from the Dallas IFGS Chapter

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Introduction

This document is designed to aid you in the basics of production for your game. It is suggested that your Chapter update the information in this checklist at least once a year and provide copies to all producers as soon as their game is placed on the chapter gaming calendar.

Provided in this booklet are checklists for you to use in preparation for game day, and for the required personnel for your game.

If you have further questions please contact the Committee Chairpersons of your chapter regarding the positions for your game.

Position

Name

Phone Number/Email

Chapter Registry Chair:

Quartermaster:

Chapter Safety Officer:

Chapter Treasurer:

PRIOR TO INTENT TO SANCTION CHECKLIST

Date: _____

Game Producer (GP) : _____

Game Name: _____

Completed (Initials) : _____

- ___ Budget approved by Chapter Treasurer
- ___ Set up the draft type (draft or invitational) and contact Loremasters (LMs) with the information.
- ___ If you are using a draft, set a date for it as soon as your Chapter Sanctioning Committee allows, and advertise it in the chapter newsletter and by phone (or other method of personal contact).

FOUR WEEKS PRIOR TO GAME

Date: _____

Game Producer (GP) : _____

Game Name: _____

Completed (Initials) : _____

- ___ Obtain an authorized Registry Representative for game (if possible; the RR must be assigned by two weeks prior to the game)
- ___ Registry Chair approval of Registry Representative for game
- ___ Safety Checklist completed and submitted to CSO
- ___ Obtain an authorized Safety Officer for game
- ___ CSO approval of Safety Officer for game
- ___ Obtain an authorized Treasury Representative for game
- ___ Treasurer approval of Treasury Representative for game
- ___ Obtain an authorized ___ quartermaster Representative for game (optional)
- ___ Quartermaster approval of Quartermaster Representative for game (optional)
- ___ Obtain a Watchdog from Sanctioning Committee for game
- ___ Recruit an NPC Coordinator
- ___ Recruit your Game Masters (GMs; one per team)
- ___ Recruit a major Game Aide especially if this is your first production
- ___ Decide on a game site. Reserve it if necessary (for game day and a rain date if you have one).
- ___ Put a flyer in the local newsletter and advertise on the chapter and national mailing lists.
- ___ Obtain a list of all props and costumes available from the Chapter Quartermaster

TWO WEEKS PRIOR TO GAME

Date: _____

Game Producer (GP) : _____

Game Name: _____

Completed (Initials) : _____

- ___ Have a walk - through at the selected landsite with yourself the GSO, NPC Coordinator and GMs

- ___ Prepare a list of special supplies (i.e., ropes course equipment, waterjugs, radios, etc.)

- ___ Prepare a game map of your encounter sites for the landsite (this will help you and your production staff in getting NPC's and props where they need to go on gameday)

- ___ Obtain a map from the landsite to the nearest medical facility for both you and the GSO

- ___ Check your props list encounter by encounter (with your Quartermaster Representative if you have one) to make sure that all props (new and old) will be ready on schedule for the game.

- ___ Check with Registry to determine if any Registry expenses need to come out of game costs.

- ___ Check with your NPC Coordinator on the progress of NPC recruitment. Double check to make sure that all Major NPC positions have been filled.

- ___ Check with LMs to make sure that all teams are filled and know their check-in times and day they are playing

ONE WEEK PRIOR TO GAME

Date: _____

Game Producer (GP) : _____

Game Name: _____

Completed (Initials) : _____

- ___ Insure that Registry Representative will have gold reps at check-in (either from the Quartermaster or Registry depending on who stores the reps).
- ___ Insure that at least 2 large trash bags will be at check-in
- ___ Provide the Registry Representative with a list of known PCs, NPCs and staff (list PCs by team). If any players are coming from out of chapter, let Registry know who, and from which chapter. Let the RR know what the teams' start times are.
- ___ Provide a copy of the final Recoverable Item/Treasure list to the Registry Rep (this can be done earlier if the list is available).
- ___ Game Safety Officer obtains safety equipment from CSO
- ___ Insure (by contacting your Quartermaster Representative -or the Quartermaster) that you will have access to the storage unit to get props and costumes you'll need for the game
- ___ Obtain props and costumes from storage unit (if possible to be delivered to game site; this will make the game day easier for you)
- ___ Go through each encounter and organize the props for that encounter in some container (a chest, a paper bag, or a ziplock bag (depending on how many props are in that encounter), labeled with the encounter number.
- ___ Have your NPC Coordinator contact NPCs to remind them the game is this week and reconfirm that they will be there.
- ___ Personally confirm with each GM and Loremaster that they know when and where the game is, and that they will be attending.

ONE DAY PRIOR TO GAME

Date: _____

Game Producer (GP) : _____

Game Name: _____

Completed (Initials) : _____

- ___ Check with the Game Safety Officer to insure that all radios have/will be charged for use at the game (if radios are available, they should be used)
- ___ Insure that the Game Safety Officer has completed his/her required checklist
- ___ Watch the weather and be ready to make adjustments as necessary to compensate for the weather on game day

GAME DAY ACTIVITIES

Date: _____

Game Producer (GP) : _____

Game Name: _____

Completed (Initials) : _____

- ___ Producer and Game Safety Officer first to arrive at the game site
- ___ Check encounter sites to make sure nothing has changed (i.e., due to weather, changes done by the city in parks, etc.)
- ___ Have encounters set up well before PCs arrive
- ___ Do a walk-through of the course with the NPCs and GMs
- ___ Work with NPC and Encounter Coordinators to ensure that things run smoothly.
- ___ Provide a list of people who earned Game Support for outside-production hours to the Registry Representative.
- ___ Have fun!

ANYTIME PRIOR TO GAME DAY

Date: _____

Game Producer (GP) : _____

Game Name: _____

Completed (Initials) : _____

- ___ Provide a list of pre-paid PCs, NPCs, and staff to the Treasury Representative
- ___ Turn over all pre-paid game fees to the Treasury Representative (this can be done at a draft if one is held)

Attachment3. GAME PRODUCER'S SAFETY CHECKLIST

This checklist is intended to help a Game Producer plan for the safety aspects of a game. Chapters may require, for safety accountability, that each item be filled out and then returned to the CSO in a timely manner (four (4) weeks prior to the proposed run date, if possible).

GAME SITE: _____ (PLEASE ATTACH A MAP)

GAME DATE: _____

GAME NAME: _____

Is there a phone on site? YES NO (circle one)

Give Number: _____

If no phone on site, please describe in detail how to get to the nearest phone. (PLEASE ATTACH A MAP)

Fill in each phone number below for the nearest agency to your site.

AMBULANCE _____

POLICE _____

POISONCONTROL _____

HOSPITAL _____ (PLEASE ATTACH A MAP)

What is the nearest Medical facility with an emergency room? _____

How many teams per day? (For first aid kits.)

Do you need any special equipment such as radios, ropes, generator, lights, shelters, extra water cans, etc...? Describe in detail. (Attach separate sheet if needed.) _____

Is there fresh water on site? YES NO (circle one)

Describe in detail how to get to the fresh water: _____

What is the approximate forecast for temperature?

Is this an outdoor or indoor game?

How many 3 gal. (min. preferred) canisters of water do you plan on having on site? _____

How are they being filled and transported? _____

Does the game have a ropes course?

Who is your ropes course foreman (RCF)?

Requested RCF: _____

Signature: _____

Requested GSO: _____

Signature: _____

Game Producer: _____

Signature: _____

APPROVE DISAPPROVE (circle one)

CSO Signature: _____

The CSO will contact you via phone or letter within one (1) week of receipt of this form to inform you of approval or disapproval of your GSO.

