

Shadowmoor To-Do List

The intention of this list is to help keep track of some "do not forget" items before and during the event.

Pre-Event Logistics

- Prepay for the event and/or tavern
- Cabin occupants to Logistics by the Sunday before event
- Prepare ward notes

Cabin Packing List

- Ward lights/duct tape and key
- Ward notes
- Creature cards with tabards and claws
- Magic item cards and phys-reps
- Extension cords
- Pop-up tent(s)
- Cots/air mattresses
- Decorations

Friday Night Setup

- Check-in
 - Guild representative should request guild envelope and circle sheet
- Put ward notes in cabin folder
- Set up cabin protections: ward lights, keys, and guardians
- Fill out binding card for any magic items

Sunday Clean Up

Before game is called:

- Take down pop-up tent(s)
- Put away decorations
- Clear up OOP areas and bedding

After game is called:

- Check-out
 - Guild representative should turn in guild envelope and circle sheet

- Don't forget to turn in cards for anything with formal updates
- Take down phys-reps for IP items and creatures
- Pack up ward keys and lights, tear up any ward-representing tape
- Finish cleaning up personal belongings
- Sweep the cabin
- When everything is cleaned up, bring cabin notes to designated clean-up crew member
- Don't stand around chatting for an hour – let people go home!